

- i) Serious injuries (e.g.) incurable fractures where attempts of treatment prove to be unproductive.
- ii) Chronic and incurable disease e.g. Tuberculosis, John's disease etc. involving suffering and risk of infection to other healthy stock without limit of value.
- iii) Managers of Livestock Farms are authorized to order destruction of livestock of their farms only in cases where confirmed laboratory diagnosis is obtained for communicable diseases from the Deputy Director, Animal Health Centre with a note of advice to cull them.
- iv) Destruction of livestock owing to emaciated condition and writing off their value requires the sanction of the Govt.
- v) Disabled or sick animals which are incurable should be euthanized in a place away from public eye in order not to offend popular sentiment.
- vi) In exercising destruction of livestock, the by laws and rules of PCA act 1960 should strictly be followed.

CHAPTER - V

DISEASE AND VACCINE

1. It is the duty of every Veterinary Officer attending any outbreak of diseases which are contagious/ infectious diseases in nature and will have to give a tentative diagnosis. It is also compulsory for the VO to collect representative samples and sent them immediately to nearest laboratory for final diagnosis.
2. VO is also responsible for investigating any information of outbreak which may come to him either from farmer, NGO, SHG or media and report to respective SDVO/DVO
3. VO will also initiate action to control and contain the disease within its foci of occurrence immediately.
4. VO will also have to undertake actions for safe disposal of carcasses in case of such events for prevention of further aggravation of the situation.
5. VO is also responsible for communicating the matter with regular updating to the immediate superior officer.
6. The immediate superior officer is to take overall responsibility to take further necessary action if needed with regular reporting to Deputy Director, Animal Health Centre, Khanapara.
7. The Deputy Director, AHC or his representative must visit the site of occurrence of such events for advising the field staff for further actions if needed.
2. If the disease is preventable with vaccination, than immediate ring vaccination around the foci of occurrence of the disease must be undertaken without making any delay.

In making diagnosis of any diseases the standard laboratory procedure/ clinical pathological procedure should be maintained in collection, preservation and shipment of specimen/ samples of blood, urine, dung etc.

VACCINES :

The Institute of Veterinary Biologicals, A. H. & Veterinary Department Khanapara, produces vaccines against various contagious diseases of bacterial and viral origins of Livestock, Poultry and Duck Viz. HS (alum precipitated), BQ, Anthrax, Enterotoxaemia, Swine fever, Ranikhet, Duck plague, Duck Cholera etc. maintaining quality control through standard protocol.

Vaccines are supplied to the field against the indent submitted by the respective DVO/ SDVO etc of the State.

For contagious diseases like FMD, HS, BQ, ANTHRAX, ENTEROTXAEMIA, SWINE FEVER etc periodical vaccines against these diseases as per recommended dose by the manufacturers are to be given at appropriate time.

In case of Poultry and Duck, vaccination against RANIKHET, MARAKS DISEASE, AVIAN BURSITIS, DUCK CHOLERA, DUCK PLAGUE etc are to be given as per recommended dose by the manufacturers at appropriate time.

CHAPTER VI
Chemico Legal Specimens and various forms:

1. **Post mortem Examination** :- The P.M. examination of animals which have died under suspicious circumstances or in respect of which an offence is reasonably believed to have been committed by someone should be conducted up on the lawful requisition of a police officer by the Veterinary Officer who is in charge of a veterinary Institution. In places where these institution do not exist the duty should be performed by any other Veterinary Officer of the Department at that place. The forms in which post-mortems and wound certificate should be issued are shown below.

Form No 1
Government of Assam
Animal Husbandry and Veterinary Department, Assam

..... District

FORM FOR WOUND CERTIFICATE

No. dated. Time of examination

This is to certify that at the request of Sri.....
..... I have this day the examined having
the following identification marks Aged about belonging to
Sri..... S/o Resident of
.....

The said animal has got the following injuries on its body :

1.
2.
3.

The age of injury (time gap from occurrence of injury to time of examination) is At the time of examination

In my opinion the injury is caused by sharp object/ blunt object/ piercing/ electrocution/
..... (write if any other) (strike out the non relevant ones)

I am of the opinion that

Date of issue.....

Place of issue

Signature.....

Name and designation.....

IVPR Registration number

Official Seal

Form No 1
Government of Assam
Animal Husbandry and Veterinary Department, Assam

..... Quarantine Camp..... District

Form of quarantine Certificate for release of animal from quarantine camp Under section 14
(4) of the prevention and control of Infectious and Contagious Diseases in Animals Act,2009
(27 of 2009)

Certificate No.

Valid from: To

This is to certify that the animal of the following description has been kept under observation in
the Quarantine camp under district for Days from to

Description of the animals/ birds

No of animals/ birds.....

Species.....

Identification details if any.....

Name of the owner/ transporter/ dealer.....

Address

Phone number.....

Origin of the animals/ birds.....

No of animals transported from the source.....

No of animals/ birds died during transit.....

Method of disposal of dead carcass during transit.....

No of animals kept in quarantine.....

No of animals released from quarantine.....

Destination of the animals/ birds.....

Purpose of transit.....

Type of vehicle used for transport.....

Vehicle Registration No.....

Certified that the animals/ birds were apparently healthy at the time of release and are vaccinated
against the common prevailing diseases of Assam. The animals are tested and are found to be free from
any disease conditions that are not prevalent in Assam.

Date of issue.....

Place of issue

Signature.....

Name and designation.....

IVPR Registration number

Official Seal

Form No 2
Government of Assam
Animal Husbandry and Veterinary Department, Assam
..... **District**

VACCINATION CERTIFICATE FOR ANIMALS OTHER THAN POULTRY
Under section 14 (4) of the prevention and control of Infectious and Contagious Diseases in
Animals Act,2009 (27 of 2009)

Certificate No.

Valid from.....To.....

This is to certify that the animals of the following description has been Vaccinated against (Name of the vaccine/ disease.....) on (date of vaccination) as detailed below:

Description of the animal

Species Sex Age (Years)
Identification details (Tag no or other form of identification).....
Name of the owner.....
Address of the owner.....
Owner's contact Phone number.....

Details of Vaccination

Name of the vaccine..... Vaccine batch No.
Vaccine production date..... Vaccine expiry date.....
Type of vaccine (Live attenuated/ inactivated/ adjuvant).....
Name of the manufacturer..... Vaccinated by (Agency name).....
Vaccinated by (Name of the vaccinator).....
Date of Issue..... Signature
Place of Issue..... Name and designation
IVPR Registration number

Official Seal

Form No 3
Government of Assam
Animal Husbandry and Veterinary Department, Assam
..... **District**

VACCINATION CERTIFICATE FOR POULTRY

Under section 14 (4) of the prevention and control of Infectious and Contagious Diseases in Animals Act, 2009 (27 of 2009)

Certificate No.

Valid from.....To.....

This is to certify that the poultry of the following description has been Vaccinated against (Name of the vaccine/ disease.....) on (date of vaccination) as detailed below:

Details of vaccinated Poultry

Poultry species	Poultry Type.....
(Chicken, duck, quail etc.)	(Day old, Breeder, Layer, Broiler)
No. of birds vaccinated.....	Marking details
(Number immunized)	(Wing paint, leg band)
Name of the owner	
(full name of the owner of the animal)	
Address of the owner	
(full address of the animal owner)	
Owner's contact Phone number.....	
Commercial poultry Establishment (Yes/no).....	Backyard Poultry (Yes No).....

Details of vaccination

Name of the vaccine.....	Vaccine batch No.
Vaccine production date.....	Vaccine expiry date.....
Type of vaccine (Live attenuated/ inactivated/ adjuvant).....	
Name of the manufacturer.....	
Vaccinated by (Agency name).....	
Vaccinated by (Name of the vaccinator).....	
Date of Issue.....	Signature

Place of Issue.....	Name and designation
	IVPR Registration number

Official Seal

Form No-4
Government of Assam
Animal Husbandry and Veterinary Department, Assam
..... **District**

POST MORTEM EXAMINATION REPORT OTHER THAN POULTRY

Under section 14 (4) of the prevention and control of Infectious and Contagious Diseases in Animals Act,2009 (27) of 2009

PM report No. PM conducted at (location).....
PM date..... PM time.....
Ref. by Ref date.....

Animal details

Species..... Breed.....Sex..... Age (years).....
Identification No./Mark..... Any other identification.....
Colour.....
History of illness and treatment

Date of death..... Time of death.....

Animal owner details

Reffered by:.....
Name.....
Address.....
Contact number.....

External examination

Rigor mortis (present/ absent/ stage)
State of External orifices and discharges.....

Condition of the carcass

Hair coat..... Visible Mucous membrane
Udder/ Prepuce..... Wound/tumor (location and dimension).....
.....
Bones and Joints.....Other observation.....
.....

Internal examination

Thoracic Cavity

Ribs..... Cartilage.....
Pleura..... Diaphragm.....
Larynx..... Trachea.....
Lungs..... Bronchi.....
Lymph nodes..... Pericardium.....
Endocardium Myocardium.....
Aorta..... Auricles.....
Ventricle..... Oesophagus.....
Other observations.....
.....

Abdominal cavity

Peritoneum..... Lymph nodes.....
Fluid (colour quantity and consistency).....
Rumen/Stomach/Reticulum/ Omasum/ Abomasum
.....
Small intestine.....
Large intestine.....
Mesentery Portal veins.....
Liver.....
Gallbladder..... Pancreas.....
Kidney & Adrenals.....
.....

Ureters..... Urinary Bladder.....
Spleen.....
Other observations.....

Pelvic cavity

Testicle..... Epididymis.....
Spermatic cord..... Scrotum.....
Prostrate..... Penis.....
Vulva..... Cervix.....
Vagina..... Ovary.....
Uterus.....
Other observations.....

Head and Neck

Scalp..... Skull bones.....
Meninges..... Brain.....
Spinal cord..... Cervical vertebra.....
Thyroids/Parathyroids.....
Other observations.....

Specimen collection details

Specimen type.....
Specimen identification Number(s).....
Preservatives used.....
Tests required.....
Laboratory name and address.....
Special observation or abnormalities.....

Opinion as to the probable cause of death.....

PM report issue reference No.

Date of Issue..... Signature

Place of Issue..... Name and designation

IVPR Registration number

Official Seal

Form No-5
Government of Assam
Animal Husbandry and Veterinary Department, Assam
..... District

POST MORTEM EXAMINATION REPORT FOR POULTRY

Under section 14 (4) of the prevention and control of Infectious and Contagious Diseases in Animals Act,2009 (27 of 2009)

PM report No. PM conducted at (location).....
PM date..... PM time.....
Ref. by Ref date.....
Date of Death..... Time of death

1. Details of poultry

Species..... Breed.....Age..... Sex.....
Total flock number..... No of poultry died.....
Number of dead birds on which PM was conducted.....
Identification mark/number if any.....
History of illness and treatment.....
.....

2. Owner details

Reffered by:
Name of the owner.....
Address of the owner.....
Owner's contact Phone number.....

3. Nutritional details.....

4. Post Mortem details

(a) External appearance.....
(b) Subcutaneous tissue and musculature.....
(c) General observations after opening the carcass.....
.....
(d) Respiratory system.....
(e) Cardiovascular system.....
(f) Digestive system.....
(g) Urinary system.....
(h)Genital system.....
(i) Immune system.....
(j) Nervous system.....
(k) Miscellaneous observations.....
.....

5. Opinion as to the probable cause of death.....

6. Specimen collection details

Specimen type with numbers.....
Tests required.....
Laboratory name and address.....
.....

PM report issue reference No.

Date of Issue.....

Signature

Place of Issue.....

Name and designation
IVPR Registration number

Official Seal

An office copy of the certificate issued shall be kept in the general file.

1. Veterinary Officers in charge of a veterinary Institution maintained by Govt. or Department, Veterinary Officer holding charge of private Institution and other Veterinary Officer of the Department are not allowed to charge any fees for post-mortem or other examination performed or certificate granted under this rule. For the journey in this connection, the Veterinary Officer including those lent to private bodies may draw the usual travelling allowances as admissible under the travelling allowance Rule.
2. Officers of the Animal husbandry Department will communicate to the Dist. Magistrate having immediate jurisdiction, in formulation regarding any cases which come to their notice in which they have reasons to suspect criminal poisoning.
3. When suspected case of poisoning come up to the Veterinary officer concerned, should immediately address to the magistrate or in charge of a police station not below the rank of Deputy Superintendent of police for a requisition for the examination of the articles. The Veterinary officers are not entitled to give any opinion in the matter as result of the post mortem examination which they may conduct until on receipt of the requisition. The materials are sent to the D.I.O for chemical examination and his certificate obtained. If the suspected articles are liable to decomposition, the Veterinary officer is authorized to forward them to Animal health centre / Forensic Laboratory for chemical examination in anticipation of the order of a Magistrate or a police officer and that communicating the fact of dispatch to the magistrate / superintendent / Assistant. Superintendent / deputy superintendent of police and that officer should there upon send by the next post. The required order No. option is given by the rules to a Magistrate or police officer to refuse the grant of requisition such cases.

Chemico-legal accessories :-

The Veterinary Officer in charge of a veterinary Institutions should maintain sufficient stock of chemico-legal accessories shown below in readiness for the transmission of viscera and other substances to the chemical examiner when occasion arises:-

Rectified spirit :-

Big jar wide mouthed	-----	1 lb
-do-	-----	2 Lb
-do-	-----	4 Lb
Cork and Bungs for above Bottles, wide mouthed		203 ounce
		403 “
		803 “
		116 “
		216 “
		416 “

Transmission of Viscera etc for the Chemical Examination

In the transmission of suspected materials to the Chemical Examiner for analysis, three main objects are to be kept in view,(viz. the proof of identity, the impossibility of any interference during transit and preservation of articles from decomposition). Accordingly the rules furnished here under, have been approved, by Government and the state should adhere to these strictly, in order not only to facilitate the works of the chemical Examiner, but also to the evidence derived from the analysis being of assistance to the judicial authorities.

Punctured wound :-

Same precaution should be taken to ensure that Viscera etc. are not sent for examination in cases where death obviously occurred from causes other than poison. A careful search shall be made for any indications of the presence of sui (stick prepared from abrusprecaerious) a punctured wound with ecchymosis in the surrounding tissues especially in the neck. When this mode of poisoning is suspected and if anything resembling a “Sui” be found, it should be forwarded to the chemical examiner for examination together with the inured tissues. A chemical Examination of the Viscera is useless in case of “Sui” poisoning as in such cases poison cannot be detected in the Viscera.

The mode of Poisoning by “Sui” is as follows :-

The seeds of Abrusprecaerious are powdered in to paste with water and small spike nearly an inch long called “Sui” is made from the paste and hardened by drying in the sun. The “Sui” is then

mounted on a wooden handle and a blow struck with it, the protruding "Sui" enters the animal flesh and remains there, then the handle is withdrawn. The animal invariably dies, usually in twenty four to thirty hours, and much local edema is found at the site of injury with injection of the vessels and hemorrhagic points in the mucus membranes of the stomach and intestines. The local lesion may at first sight resemble a Black quarter lesion.

When conducting the post-mortem examination, the entire alimentary canal should be opened and its contents be inspected for suspicious looking substances. If such substances are detected in the alimentary canal, they should be packed in a separate vessel, and spirit should not be added unless necessary for preservation.

Materials for examination :-

1. The following articles should be sent from horses and cattle for examination :
 - (a) About 2 pounds of the contents of the stomach in a clean glass or well - glazed earthen vessels with the addition of sufficient quantity of strong unmethylated spirit for their preservation. About a pound of stomach in a clean glass or well glazed earthen vessels with the addition of sufficient quantity of strong unmethylated spirit for their preservation.
 - (b) About a pound of the contents of the stomach in a clean glass or well-glazed earthen vessel with the addition of sufficient quantity of strong un methylated spirit for their preservation.
 - (c) About a pound of liver in a clean glass or well-glazed earthen vessel with the addition of sufficient quantity of strong unmethylated spirit for its preservation.
(Methylated spirit of Govt. supply can be used)
 - (d) The amount of spirit added to each vessel should be measured and the amount so added written on the label affixed to the vessel.
 - (e) Dry-dung without the addition of spirit.
 - (f) Any suspected poisons, and
 - (g) At least 4 nos. of the sample of the spirit used in preserving the articles.
- (2) All bottles and packets should be carefully sealed by the veterinary officer making the examination and closed in such a manner that they cannot be opened without destroying the seal. The seal used shall be the same throughout, either a private or an official seal, which is always in safe keeping. Each bottle or packet shall be labeled and each label shall bear the number and date of letter of advice to the chemical examiner, relating to the case, as well as short description of the contents and duly signed by the veterinary officers.

Transmission of material by post :-

When viscera etc. are forwarded through the post, the following rules are to be observed :-

- (a) The suspected viscera or other material to be sent for examination should be enclosed in glass bottle or jar, fitted with a stopper or round cork.
- (b) The spirit should be sufficient in quantity to cover the material in whatever position the vessel is kept and should not bear a less proportion to the bulk of such material than one-third.
- (c) Great care should be taken that the stopper or cork of the bottle fits tightly. This precaution is especially necessary when alcohol is used as preservative.
In such cases a ring of Bees wax or candle wax should be placed round the tip of the bottle so as to cover the shoulder of the stopper. The stopper should be carefully tied down with bladder or leather or sealed.
- (d) The glass bottle or jar should then be placed in a strong wooden or tin box, which should be large enough to allow of a layer of cotton, at least 3/4 of an inch thick, being put between the vessel and the box.
- (e) The box itself shall be enclosed in a thick cloth, which should be securely closed and sealed. The seals should be at intervals not exceeding three inches along in each line of sewing. All the seals must be of the same kind of wax and must bear distinct impressions of the same device. The device must in no case be that of a current coin or merely a series of straight, curved or crossed lines or impressions of key's or weight.

A declaration of contents to the officials of the postal department is unnecessary, and should not be made.

Rules for post-mortem examination.

1. A Vetero-legal postmortem examination should only be done by written request from the police or District Magistrate.
2. Before examination, carefully read the police report.
3. The examination should be done in daylight.
4. The post-mortem examination should be thorough and complete.
5. All the details observed by Veterinary Officer should be carefully noted in the postmortem report on the spot of the post-mortem examination.
6. The notes and the report to be sent to the court must tally with each other.
7. A Veterinarian should have a fair knowledge of normal pathological appearance of the viscera.
8. Time and date of arrival of carcass should be noted.
9. There should be no unnecessary delay in holding post-mortem examination.
10. No. unauthorized person should be allowed to be present at the time of post-mortem examination.

Chemico-Legal Cases :-

Preservation of viscera and other articles in case of suspected poisoning and rules for transportation them to the Chemical examiner and Forensic Science Laboratory.

In fatal cases of suspected poisoning the following viscera should ordinarily preserved for chemical analysis in clean, wide mouthed, colorless glass bottles fitted with glass stoppers, which are issued to the Chief Medical Officer/Veterinary Officer from the Chemical Examiner’s Office.

1. The stomach and its contents, any suspicious substance.
2. A portion of the liver, not less than 500 gm. or the whole liver.
3. The spleen if very large only a portion thereof.
4. One Kidney.
5. The upper part of the small intestine with its contents.

Annexure-I

GENERAL GUIDELINE FOR COLLECTION, PRESERVATION AND TRANSPORTATION OF SAMPLES FOR DIAGNOSTIC PURPOSE				
Diagnostic activity	Type of specimen	Preservative	Type of container	Comments
Histopathology	Tissue from the lesions	10% buffered formaline	Leak proof glass or plastic jar	Tissue less than 1 cm thick, ratio of formalin to tissue is 1:10
Haematology	Whole blood	in anticoagulant Refrigeration	Glass or Plastic vial	Gently rotate vial to mix anticoagulant. Not to keep for long. Transport w ith ice packing
Serology	Serum	Refrigeration or freezing Marthiolate (1:10,000 dilution) Phenol (5%)	Glass or Plastic vial	To be handled gently so that w hile separating the serum, it is not haemolysed. Transport w ith ice packing.
Microbiology (Virus, bacteria, fungi, rickettsia etc.)	Organs, tissue, sw abs, exudates, intestinal loops or body fluids, urine, milk	Usually refrigeration or freezing. For virus- 50% phosphate buffer glycerine	Sterile Plastic or glass vials or containers, disposable syringe	Care to be taken to avoid contamination. Appropriate sample varies w ith different diseases. Transport w ith ice packing.
Parasitology	Nematodes, trematodes, cestodes	70% alcohol or 5% formaline.	Glass or plastic tubes/ vials	Store at room temperature.
	External parasites	Camphor, naphthlanie or 5% Formaline	Glass or plastic tubes/ vials	Store at room temperature
	Blood parasites	Blood smear fixed in methanol. Blood w ith anticoagulant	Glass slide Glass or plastic vials	Blood slide at room temperature. Whole Blood in refrigeration
Toxicology	Organs, stomach/ intestinal content, blood, fat	90% ethyl alcohol or saturated salt solution	Clean plastic or glass jar	Materials to be sent to Forensic Science laboratory for detection. Appropriate samples vary w ith different toxic material

ANNEXURE-II

CHAPTER - VII

Publicity and Information

Materials:

The propaganda unit for preparation of pictorial posters, charts, audio-visual aids, organization of radio talk etc. and their distribution to the departmental officers is entrusted to the Veterinary Information officer at Chenikuthi, Guwahati. All District Veterinary officer are supplied with posters as and when printed and some poster which are handmade are lent for display at important exhibitions by the VIO. Some of the Veterinary officers may also be supplied with slide projector or different subject relating to the department which are useful for visual education of the public. The District Veterinary offices who have not received such slide projector should obtain a set on loan which required from the nearest District Veterinary offices who has got it. Leaflets regarding improvement of the cattle, poultry etc. and how to protect them from disease which is common in this country are periodically printed and supplied for free distribution among interested farmers etc. Besides information regarding various programmes undertaken by the Department in collaboration with G.O.I / E.E.C. / ARIASP.(LDC) etc. are communicated to the public through District Veterinary officer by holding mass meetings.

Ways & Means:

One of the ways of making public aware about the activities of the Department is the volume of publicity made and therefore some major areas of activities for the departmental staff are exemplified. Rural masses ordinarily are ignorant about the elementary principles of hygiene and sanitation relating to food safety, safe guarding their livestock against diseases, malnutrition, reporting of diseases, safe disposal of carcasses etc. To achieve satisfactory progress in the improvement livestock and poultry sector, public are to be made aware of the knowledge of the advantages desired by adopting modern scientific method of animal management with involvement of all gazetted and non gazetted officers of this department especially in places which are remote from urban / semi urban towns.

Broadcasting :

Talks on matters which are of practical use or interesting to the rural population should be broadcasted in Assamese / local language once a week preferably using electronic media. The subject of broadcast and the name of the officer selected should be communicated to the All India Radio / Doordarshan, preferably two months in advance. A copy of the subject to be broadcasted should be sent to the Government in advance for approval. These scripts together with a copy for Government approval should reach concerned authority of the mass media ten days before broadcasting.

Exhibition and shows:

In order to enable this department to take full advantage of industrial and allied shows and exhibitions held in the state for wide publicity of the activities of the department, the Director of this department is empowered to incur expenditure in a year on connection with exhibition. The departmental officers particularly the District Veterinary officer and Veterinary Officer and its equivalent rank officers should take every opportunity to participate actively in the exhibitions etc.

One day Cattle Show / Calf Rally:

One day cattle shows/ calf rallies are to be organized every year in each of the subdivisions of the state. Progressive animal/ poultry farmers of the locality should also be invited to such rallies. Such shows should also include provision for awards towards best farmer/ best calf etc. along with certificates. After completion of the shows, a report should be submitted to Director, Veterinary together with a statement showing the following particulars.

1. Place of show.
2. Kinds of exhibits and the number
3. Number of prizes awarded and value
4. Number of Certificates issued
5. Total receipts :-
 - a) From Departmental funds.
 - b) From other Sources.
6. Expenditure incurred

If possible District Veterinary officer may also organize such shows themselves tapping financial assistance from different interested persons / N.G.O' s if they desired so.

Chapter VIII

Veterinary Education & Manpower Generation :

Collage of Veterinary Science :

C.V. Sc. Khanapara and Lakhimpur under auspice of A.A.U. The faculty of Veterinary Science offers degree courses of B.V.Sc. & A.H. (VCI 5 years) beside offering higher education at post graduate & Ph.D level in different discipline.

Institute of Farm Management and RILEM, Rani :

Under the A.H.&Veterinary Department, sole institution in the name and style of Institute of Farm management where unemployed youth & farmers are trained in the discipline of dairy husbandry, Poultry, Piggery, Fish-cum Pig, Fish cum Duck, Fish cum Poultry are imparted as a means of self employment. Refreshers training/field orientation etc. in different discipline of Veterinary Science are offered to departmental officers from time to time in this institution.

Officers Training Institute,(OTI) Khanapara :

Officers of the A.H.&Veterinary Department are trained time to time to rejuvenate and refresh with the present developments in the Animal Husbandry and Veterinary Sector.

V.T.C. DALGAON/ SALCHAPARA/ KAPAHTULI :-

Farmers training are conducted in the discipline of Dairy, Piggery, Poultry, Duckery, Goatary etc. to the unemployed youth and farmers both male & female from time to time to create manpower in the field of veterinary taking Animal Husbandry as means of livelihood.

School of Veterinary Science Ghungor/Nalbari :-

To impart education with an objective to generate manpower at Para veterinarian level, H S. S. L. C. passed candidates are trained for a period of one year offering certificate & making them eligible to serve as VFA etc. under A. H. & Veterinary Department, Govt. of Assam.

CHAPTER - IX Office System

General Organization :-

In offices where more than one clerk is employed a clear distribution list showing the subjects dealt with by each clerk shall be drawn up. A section letter or number shall be assigned to the group of subjects dealt with enabling clerk dealing with a particular group of subjects to write the section member or the letter immediately after current number in all references connected with the subject.

Hours of attendance :-

1. Employees of all establishments are expected to attend the office from 9.30 A.M. to 5 P.M. on all working days of the week except on recognized holiday. Heads of section must set an example by their punctuality in the office.
2. The Registrar/Superintendents among other things should;
 - i) Exercise general supervision over the whole office both in regard to the dispatch of business and in regard to discipline.
 - ii) Must keep in touch with the working staff of the office and make conversant with all important files pending to ensure that undue delay do not occur.
 - iii) Must periodically inspect the personal register and see that they are punctual, neat and properly maintained.
 - iv) Must check any tendency to delay matters on the part of clerks etc and bring to the notice of the head of the office. In case of any serious delay or other irregularity, action to be taken against the defaulters.
 - v) Must also advise and guide the ministerial staff in different matters if needed.
 - vi) Responsibility is extendable to the fair copying and dispatching sections also.
 - vii) Must examine the fair copying and dispatching register at frequent intervals and see that they are regularly and properly written up and are not delayed.
 - viii) Should also see that the references received in the office are properly acknowledged by the distribution register once in a week (log book).

The registrar / the superintendents are more accountable than the subject clerks for efficient and prompt disposal of works. In the final analysis the registrar / the superintendents are accountable for the entire office work to the head of the office that will in turn be accountable to the Director.

The following subjects should be exclusively dealt with by the superintendents in addition to supervisory functions

1. Disciplinary cases.
2. Audit objections.
3. Cash accounts.
4. Maintenance of D.O. Register
5. Telegram Register
6. Security Register

Tappals :- (Daks)

It is desirable that whenever possible the tappals may be the Head office (Directorate) when the head of the office is on tour, delegation of his/her duty to the next senior most officer of the office may be made. Head of the office shall make necessary arrangement enabling pursuance of all the important correspondence particularly with the higher officers at the earliest possible moment. When the tappals are opened in absentia, the date stamp shall be affixed on each current receives so as not to interfere with the writing or outside reference number on the paper received. This work shall not be entrusted to peons having limited literate capacity.

Distribution Register of tappals:-

The tappals received shall be sorted out separately each for correspondence bills and periodicals. All letter and other correspondence shall be serially numbered beginning with No. 1 on January and end on 31st Dec each year and the same numbers entered in a note book called the "Tappal numbering book". The initials of concerned clerk shall be obtained on the note book against the number. The tappal book will be maintained in the proforma indicated below.

Sl. No	Subject	Office No & Date	To whom distributed	Date of receipt	Initial by clerk
1	2	3	4	5	6

Register of currents.

1. Each clerk shall maintain personal register and register the papers serially with the same numbers already given according to the Tappal numbering book. Will also enter all the other particulars regarding the currents received in the respective columns of the personal register. Current number in the personal register which relate to "Old Cases" (Cases which are already pending) should be closed by noting the old case number against it.

If a new case originate in the office it shall first be given a serial number in the distribution Register of tappals and the word arising be written against that number in the personal register.

The personal Register shall be periodically inspected by the ministerial head (Register) of the officer or the officer himself in order to see that they are properly maintained and also to check any tendency to delay in the disposal of the papers. Incoming remainders especially those received from the higher authorities shall be watched and the cause of the delays that have evoked them looked into.

Call note book :-

All officer shall keep a small personal 'call note book' in which they should, from time to time, note important matters calling for further notice so that if anything gets delayed in the office, the officers concerned can take prompt action.

Call Book :-

The Director sometimes calls for a report to be submitted after a certain period (i.e.) after six month or a year on the working of certain schemes or the adequacy of the of some staff or the need for continuing them etc. as it is not necessary to keep such files pending for such a long time without any action, they can be closed as soon as everything that can immediately be done/ has been done and then entered in the call book so that they may not be lost sight of.

There shall be only one call book for the whole officer and this shall be maintained in the form given below:

Sl. No.	Personal or Current register number	Call book Date of entry in the register	Subject	Details of order to lie over when further action is due	Fresh number assigned revival in the personal register
1	2	3	4	5	6

**Personal register in Veterinary Institutions :-
(In non gazetted offices)**

In Veterinary Hospitals/ Dispensaries, a personal Register shall be maintained according to the following instructions. Every paper received shall be entered in the personal Register. The entries being number consecutively beginning with No.1 on 1st January every year. The number shall be given in column -1 of the register in respect of the current received and the same number noted on the top of the paper received. The other columns of the personal register shall be duty filled in by a reference to the paper in question. References made in connection with a current and replied to these references should not be entered in the register as new items but should be given the same current number to which they are related. The intermediate reference received and issued on the current shall be noted in the respective columns. Ample space has to be left after each entry for insertions of those which do not immediately result from any papers received shall also be entered in the current register.

Method of writing letters :

In all communication margin shall be left on the inner side of each page that is the left edge of the first page. The right edge of the second page and so on alternatively. The writing should be legible and matter should not be too cowed. Paragraphs should be numbered in order of references. Letters or enclosures shall be written or typed on the fullest extent possible.

- A) The name as well as the official designation of the officer writing a letter shall always be set out at the head of every letter issued by him or from his office on his responsibility.
- B) Replies to more than one reference shall be sent in the same letter. Separate letters on different subjects, the number and date of the communication which a reply relates shall always be quoted. When copies of communication addressed to others are sent to the controlling officer of the Directorate, quote the number and date of reference for the controlling officer or the Director if any, with reference to which the copy is communicated, shall invariably to enable the superior officer to trace the relevant letters at his office.

- C) At the beginning of every letter, proceedings or memorandum, the title must be written placing the important word first in title consistent with the subject matter of the correspondence as will naturally occur to anyone who sent the paper. Replies to any communication which bears an index title should also show in order to facilitate the distribution and tracing of the pending file relating to the correspondence. In the case of inter departmental correspondence only, the sanctioned index shall be used and the index head used by the officer initiating the correspondence should be adopted by other office as far as possible.
- D) The language used in official correspondence shall be temperate and decorous and when the non - official public is concerned, special care shall be bestowed to make it dignified and courteous. All letter whether addressed to officials or members of the public shall end with the words “yours faithfully”.
- E) An officer shall use first person when replying to queries by any of his superiors.
- F) Official documents shall be signed in a uniform and legible manner and have to adopt an eligible signature. In all departmental records, date under the signature of initials should always show the year as well as the day and the month.
- G) All urgent communication shall be marked “ urgent ” in red on the cover as well as on the letter whether the communications are original reports or are replies or remainders on urgent references.
- H) Any information required by the Government of India or other State government shall be furnished by the officers of the department only through the Director as a general rule. An officer subordinate to the Head of the Department shall not correspond directly with the Government but only through the head of the department.
- I) Whenever local subordinates are asked by a Minister to enquire in to any matter or make reports, the reports shall be sent only through Secretariat of the concerned department..
- J) The officers of this department shown below in column (1) are permitted to correspond directly on routine and in controversial matters on the subjects mentioned in column (2) with the state officials mentioned in column (3)

Demi-Official Letters:	2	3
Director	Import and Export of Animals Question regarding Reorganization of the States. Report on outbreaks contagious diseases.	Director of A.H. & Veterinary Service in all adjoining states Director of Concerned States. All adjoining states
District Veterinary Officer Concerned	Action regarding control of contagious diseases of animals.	All adjoining districts of neighbouring states
Disease Investigation Officer/ Deputy Director, AHC	Disease Investigation	All adjoining states

- i. Only matters which are intended for the personal perusal of the address and which cannot be treated as general official communication, may be communicated by means of demi-official letters. Demi-Official covers shall ordinarily be addressed to the office for which they are intended both by his name and by his official designation should, the officer addressed by name has vacated his appointment, his successor or locum tenures shall open such covers and deal with the communication enclosed if he is competent to do so. If not competent he shall return them to the sender with an intimation of that effect and shall treat any information thus obtained as confidential.
- ii. Demi-Official communications that are intended to be opened by the address and also shall be enclosed in cover addressed to him by name only, his official designation being omitted. If he has vacated his appointment and the letters are delivered to his successor or locum tenures they are forwarded to him direct, if his address is known if not return to the senders.
- iii. A demi-official letter is expected to be addressed by one gazetted officer to another and the officer who writes the demi-official letter alone shall sign it. The procedure of getting such letters attested by some other officer or signed on behalf of the letter by using the word ‘For’ or any other procedure would be incorrect in demi-official correspondence.
- iv) When demi-official letters are addressed to a particular officer in the event of his absence, the officer next in command may give an interim reply. But it is desirable that the officer concerned on his return sends a formal reply under his signature as soon as possible, so that it may be assured that it is receiving his attention.

- v) Replies to every demi-official letter need be sent within three days of the receipt of the letter, any delay shall be explained along with the reply.
- vi) Correspondences on personal matters.
- vii) All communications sent by Government officers regarding their leave, pay, transfer, a leave allowance, fund subscriptions and analogous matters, are private shall not be forwarded at public expense. Officers, on leave prohibited from possessing or using service postage labels and covers.
- viii) Government stationary and service stamps shall not be used for correspondence entered into on personal matters with the Accountant General, Income-tax officer.
- ix) Valuable Documents:
- x) Deeds and documents accepted in favour of the Government-by- Government Servants and others shall be carefully indexed and preserved in safe.

Disposals:

- i) When the final reply is sent in a file or when no further action is needed, the case will be closed. Disposals are of the following classes R.D., L.N., F.R., "*Retain*" Disposal are those that are to be retained permanently.
- ii) "*Destroy*" Disposals are those that are to be destroyed after ten years.
- iii) "*Lodag*" Disposals are those that are to be destroyed after two years.
- iv) Disposals are those that are to be sent out in original (for example then the disposal takes the form of an endorsement on a communication is returned or forwarded bearing such endorsement).
- v) Disposals are those that are filled X is marked on a minor disposal which is not to be registered. This may be prefixed to an "N" disposals "X" N Disposal or to an L Disposals "X" L Disposals.

ADMINISTRATIVE INSTRUCTIONS

1. A Government servant who is detained in police custody under any law providing for preventive detention or as a result of proceeding, either on criminal charge or for his arrest for debt shall, if the period of detention exceeds 48 hrs. and unless is already under suspension be deemed to be under suspension from the date of detention until further orders. A Government servant who is undergoing a sentence of imprisonment shall be dealt with the same manner, pending a decision, the disciplinary action to be taken against the incumbent. In regard to pay and allowances, the Provisions of Fundamental Rules 53 and 54 shall apply.
2. A Government Servant should be dismissed and conviction by the lower court is immediately on the termination of the first trial. The termination of trial does not mean a decision of all the various appeals which are open to the accused. Dismissal cannot be ordered retrospectively with effect from the date of arrest.
3. A Government Servant against whom an original charge or a proceeding for arrest for debt is pending should also be placed under suspension by the issue of specific order to this office. During periods when is not actually detained in custody or imprisoned (e.g. while released on bail) if the charge made for proceedings taken against in the discharge of official duties or involves moral turpitude in regards to pay and allowances the Provisions of fundamental Rules 53 and shall apply.
4. A Government Servant against whom a proceeding has been taken for arrest for debt but who is not actually detained in custody may be placed under suspension only if a disciplinary proceeding against is contemplated.
5. When a Government Servant is deemed to be under suspension in the circumstance mentioned in clause (1) or who is suspended mentioned in the clause (3) is reinstated without taking disciplinary proceeding against, pay and allowance for the period of suspension will be regulated under F.R. 54.
6. It shall be the duty of a government servant who may be arrested for any reason to intimate the fact of arrest and the circumstances connected there with to official superiors promptly even though might have subsequently been released on bail. On receipt of the information from the person concerned or from any other source the Departmental authorities should decide whether the facts and circumstances leading to the arrest of the person call for suspension
7. An officer under suspension is regarded as subject to all other conditions of Service applicable generally to Government Servants and cannot leave the station without prior permission. As such, the Head quarters of a Government Servants should normally be assumed to be incumbent's last place of duty. Where an individual under suspension requests for a change of head quarter, there is however, no objection to a competent authority changing the headquarters.

CHAPTER – X
THE STATE CATTLE PRESERVATION, DISEASES AND PCA ACT 1960.
Extract from “THE ASSAM CATTLE PRESERVATION ACT, 1950”
(As amended 1976)

The State of Assam, Veterinary Department is using the Assam Cattle Preservation Act, 1950 (As amended 1976) for protection of cows and its progeny.

As per provision contain in section 5 (1) of the Assam Cattle Preservation Act, 1950 (As amended 1976) , it states that “*Notwithstanding anything in any other law for the time being in force or any custom or usage to the contrary , no person shall slaughter cows of any or calves of cows or calves of the buffaloes male or female*” so far as other cattle are concerned., these also shall not be slaughtered unless the person concerned has obtained in respect of a certificate in writing signed by Veterinary officer for the area in which the cattle is to be slaughtered.

The sub section (2) of the section 5 of the act further stated that no certificate under subsection (1) shall be issued for the buffalo, breeding bulls or working bullocks (cattle & buffaloes) so long as they are capable of yielding milk, breeding or working draught animal as the case may be.

Whoever contrivances any of the provisions contain in the act as indicated above, he shall be punished with imprisonment for a term, which may extend to 6 months or with fine , which may extend to one thousand rupees or with both.

THE ASSAM CATTLE DISEASE ACT 1948. (Extract).

This is an act to provide for the prevention of the spread of contagious diseases among cattle in the province of Assam. This Act tends to provide restriction on indiscriminate import of cattle from place to place in order to prevent dissemination of infectious and contagious diseases from an endemic and affected areas to clean areas , quarantine of animals en route to interstate trade areas, imposition of compulsory prophylactic measures notifying an area to be affected by contagious diseases, compulsory segregation of infective animals etc. the schedule of the act declared the following diseases as notifiable diseases.

SCHEDULED DISEASES

Under section 2 (o) and 38 of

THE PREVENTION AND CONTROL OF INFECTIOUS AND CONTAGIOUS DISEASES IN ANIMALS ACT, 2009

MULTIPLE SPECIES DISEASES

- | | |
|--|-------------------------------|
| 1. Anthrax | 2. Aujeszky's disease |
| 3. Blue tongue | 4. Brucellosis |
| 5. Crimean Congo Haemorrhagic fever | 6. Echinococcosis hydatidosis |
| 7. Foot and mouth disease | 8. Heart water |
| 9. Japanese encephalitis | 10. Leptospirosis |
| 11. New world screw worm (Cochliomyia hominivorax) | 12. Paratuberculosis |
| 13. Old world screw worm (Chrysomya bezziana) | 14. Q fever |
| 15. Rabies | 16. Rift valley fever |
| 17. Rinderpest | 18. Trichinellosis |
| 19. Tularemia | 20. Vesicular stomatitis |
| 21. West Nile fever | |

CATTLE DISEASES

- | | |
|--------------------------------------|--|
| 1. Bovine anaplasmosis | 2. Bovine babesiosis |
| 3. Bovine genital campylobacteriosis | 4. Bovine spongiform encephalopathy |
| 5. Bovine tuberculosis | 6. Bovine viral diarrhoea |
| 7. Contagious bovine pleuropneumonia | 8. Enzootic bovine leucosis |
| 9. Haemorrhagic septicaemia | 10. Infectious bovine rhinotracheitis/
infectious pustular vulvovaginitis |
| 11. Lumpy skin disease | 12. Malignant catarrhal fever |
| 13. Theileriosis | 14. Trichomonosis |
| 15. Trypanosomosis | |

SHEEP AND GOAT DISEASES

- | | |
|--|---|
| 1. Caprine arthritis/ encephalitis | 2. Contagious agalactia |
| 3. Contagious caprine pleuropneumonia | 4. Enzootic abortion of ewes (Ovine chlamydiosis) |
| 5. Maedi-Visna | 6. Nairobi sheep disease |
| 7. Ovine epididymitis (<i>Brucella ovis</i>) | 8. Peste des petis ruminants |
| 9. Salmonellosis (<i>S. abortusovis</i>) | 10. Scrapie |
| 11. Sheep pox and goat pox | |

EQUINE DISEASES

- | | |
|---|---|
| 1. African Horse Sickness | 2. Contagious equine metritis |
| 3. Dourine | 4. Equine encephalomyelitis (Eastern) |
| 5. Equine encephalomyelitis (Western) | 6. Equine infectious anaemia |
| 7. Equine influenza | 8. Equine piroplasmiasis |
| 9. Equine rhinopneumonitis | 10. Equine viral arteritis |
| 11. Glanders | 12. Surra (<i>Trypanosoma evansi</i>) |
| 13. Venezuelan equine encephalomyelitis | |

SWINE DISEASES

- | | |
|--|----------------------------|
| 1. African swine fever | 2. Classical swine fever |
| 3. Nipah viral encephalitis | 4. Porcine cysticercosis |
| 5. Porcine reproductive and respiratory syndrome | 6. Swine vesicular disease |
| 7. Transmissible gastroenteritis | |

AVIAN DISEASES

- | | |
|--|--|
| 1. Avian chlamydiosis | 2. Avian infectious bronchitis |
| 3. Avian infectious laryngotracheitis | 4. Avian mycoplasmosis (<i>M. gallisepticum</i>) |
| 5. Avian mycoplasmosis (<i>M. synoviae</i>) | 6. Duck virus hepatitis |
| 7. Fowl cholera | 8. Fowl typhoid |
| 9. Highly pathogenic avian influenza and low pathogenic avian influenza in poultry | |
| 10. Infectious bursal disease (Gumboro disease) | 11. Marek's disease |
| 12. Newcastle disease | 13. Pullorum disease |
| 14. Turkey rhinotracheitis | |

OTHER DISEASES

- | | |
|--------------|------------------|
| 1. Camel Pox | 2. Leishmaniasis |
|--------------|------------------|

It deduce that by effective enforcement of this act an area which has developed valuable high yielding and economic herd could avoid a disaster by adopting timely measures of prevention of contagious and infectious diseases to which such valuable stock is generally susceptible. The present developmental programmes ensued cross breeding programme with exotic germ plasm and the new crossbred generation is highly susceptible to such diseases unlike the indigenous stock.

This Act is in operation since its enforcement in Assam as notified in Assam Gazette on 8th December 1948. As per provisions to the different sections of the Act, cattle transmission is made through the identified trade routes only. In all these trend routes check posts are established for proper checking of the animals imported to Assam and also in a number of international borders. Quarantine Stations have also been set up to quarantine the animals coming to Assam for thorough check up, vaccination and issue certificate to effect freedom from contagious diseases.

Prevention of Cruelty to Animal, Act. 1960 (59 of 1960)

In this act unless the context otherwise require —

- "Animal" means any leaving creatures other than a human being.
- "Captive animal" means any animal (not being a domestic animal) which is in captive or confinement where permanent or temporary or which is subjected to any appliance or contrivance for the purpose

of hindering or preventing its escape from captivity or confinement or which is pinioned or which appears to be maimed.

- c) "Domestic animal" means any animal which is trained or which has been or is being sufficiently tamed to serve some purpose for the use of man or which although if neither has been or is intended to be so tamed is or has been so tamed is or has become in fact wholly or partly tamed.
- d) "Local authority" means a municipal Committee, District Board or other authority for the time being invested by law with the Control and administration or any matter within a specified local area.
- e) 'Owner' used with reference to an animal include not only the owner but also any other person for the time being in possession or custody of the animal of the animal whether with the consent of the owner.

CRUELTY TO ANIMAL (GENERAL).

If any person,

- a) Beats, kicks or rides over drives tortures or otherwise treats any animal to subject it to unnecessary pain or suffering or causes or being the owner permits any animal to be so treated.

OR

- b) Willfully and unreasonably administers any injurious drug or injurious substance to or willfully and unreasonably causes or attempts to cause any such drug or substance to be taken by.
- c) Infirmity wound, sore or other cause is unfit to be so employed or being the owner permits any such unfit animal to be so employed.
- d) Conveys or carries whether in or upon any Vehicle or not any animal in such a manner or position as subject it to unnecessary pain or suffering.
- e) Keeps or confines any animal in any charge or other receptacle which does not measure sufficiently in height, length and breadth to permit the animal a reasonable opportunity or movement.
- f) Keeps for an unreasonable time: any animal chained or tethered up on an unreasonably short or heavy chain or cord.
- g) Being the owner of any captive animals fails to provide such animal with sufficient food, drink or shelter.
- h) With reasonable cause abandons any animal in circumstances which render it likely they will suffer pain by reason or starvation or thirst.
- i) Willfully permits any animal of which he is the owner, to go in any street while the animal is affected with contagious or infection disease or without reasonable excuse to die in any diseased or disabled animal to die in any street.
- j) Offers for sale or without reasonable cause in his possession any animal, which is suffering from malnutrition, thirst, overcrowding or other ill-treatment.
- k) Solely with a view to provide entertainment :-
 - a) Confines or causes to be confined any animal (Including tying of an animal as a bait of a tiger) so as to make it an object of prey for any other animal.

OR

- b) Incites any animal to fight or bait any other animals.
- l) Promotes or takes part in any shooting match or competition wherein animal are released from captivity for such shooting.
- m). If any person performs up on any cow or their milch animal, the operation called phooka to improve lactation which is injurious to the health of the animal or permits such operation being performed upon any such animal in his possession or under his control he shall be punishable with imprisonment for a term which may extend to two years or with both and the animal on which the operation was performed shall be forfeited to the Govt.
- n). Where the owner of an animal is convicted of an offence under section 11 shall be lawful for the court if the court is satisfied that it would be cruel to keep the animal alive to direct that animal be destroyed and to assigning the animal any suitable person for that purpose and the person for that purpose and the person whom such animal as assigned shall as soon as possible destroyed such animal or causes such animal to be destroyed in his presence without unnecessary suffering and any reasonable expense incurred in destroying the animal may be order by the court to be recovered from the owner as if it were fine.

- 0). When any Magistrate, commissioner of police or district superintendent of police has reason to believe that an offence under section 11 has been committed in respect of any animal he may direct destruction of the animal if in his opinion it would be to keep animal alive.
- p). Any police officer above the rank of a constable or any person authorized by the State Government in this behalf who finds any animal so diseased or so severely injured or in such a physical condition that in his opinion it is his duty to consent to the destruction of the animal forthwith shall summon the veterinary Surgeon in charge of the area in which the animal is found and if the Veterinary Surgeon in charge certifies that the animal is internally injured or so severely injured or in such a physical condition that it would be cruel to keep it alive the police officer or the person authorized as the case may be after obtaining orders from a magistrate to destroy the animal injured or cause it to be destroyed.
- q) Appeal shall lie from any order of a magistrate for the destruction of an animal.

CHAPTER - XI

BUDGET AND ACCOUNTS

Preparation of statement of establishment and fixed advances.

The following instructions should be borne in mind in preparing it.

1. Separate statements should be prepared
 - (a) for each minor head and
 - (b) for permanent and temporary posts under each minor head.
2. Statements for pay and fixed allowances should be prepared in the form prescribed.
3. A statement (gazetted and non -gazetted) should be taken in to account.
4. Provision for pay should be calculated by multiplying the pay of each incumbent as per ROP.
5. Authority for change in the strength or the scale of pay as compared with the provision in the current year grant should be quoted.

Preparation of Budget estimates and revised estimates :-

The estimates should be as accurate as possible and should take into account item of expenditure and receipts in the budget estimates based on "standing sanction".

The following instruction be borne in mind while preparing the budget estimate and revised estimates:-

- i) All Heads of offices should prepare the statement in the prescribed form.
- ii) They should reach the Director on before preparation of annual budget every year without fail.
- iii) Separate statement, should be prepared for each minor head.
- iv) The revised estimate for the current year should be prepared with great care & should be approximate as closely as possible to the actual. Provision should be made for such item of expenditure, which are really necessary.
- v) In the case of new schemes, which are introduced during the current year, the date of introduction and the approximate estimate or expenditure for the current year should be furnished in the remarks column.
- vi) Full explanations for variations between (a) the sectioned grant of the current year and the revised estimate of that year and (b) the sectioned grant of the current year and budget estimate of the next year should be furnished.

CHAPTER- XII
Rules for the control of Departmental Guest House at Different Dist. H.Q./
Livestock Farm complex

1. The rest house is under the control of the Animal Husbandry and veterinary department and its control is vested in the District vet. Officer if it is in the District H.Q. and Livestock Farm Manager if it's in the Farm complex.
2. It is intended for the use of the Gazetted Officers of the Animal Husbandry and Veterinary department. Gazetted officers of other department will however be allowed to occupy the Guest house when it is not occupied by officers of Animal Husbandry and Veterinary department, provided that a Gazetted officer of another department who is in occupation of the Guest house shall vacate it at once, if required to do so to provide accommodation for an officer of the Animal Husbandry and Veterinary department who is on tour.
3. The above Guest house shall not be occupied as a residence by any officer, unless the special approval from the Directorate of A.H.& Veterinary has previously been obtained.
4. The rents of the guest house will be fixed subject to notification issued by the authority time to time.
5. Pantries of person will be permitted to occupy the rest house, only when the Rest House can be made wholly available for their use but not when one set of rooms only is available.
6. The Director, Animal Husbandry and veterinary department is authorized to remit fees for days in excess of ten in case of officers of the Animal husbandry and veterinary department who halted continuously for more than ten days in the interest of public service provided that no daily allowance has been drawn for the days in excess of ten.
7. The pitching of tents in the premises attached to a rest house is prohibited.
8. Rent will be charged only for days on which an officer actually stays in the rest house. If the rest house is temporarily vacated an officer should so dispose of his private belongings, as not to cause any inconvenience to the new comer.
9. A single person is not entitled to occupy more than one room with single and a married couple is not entitled to occupy more than one room with twin beds.
10. All officers occupying the rest house shall pay to the person in charge, the fees due, before they vacate. Any failure in this respect should be brought to the notice of the farm manager/Dist. Veterinary officer (controlling officer).
11. A Register book will be kept at the rest house in which every person stopping shall enter his name, his official designation. The date and time of arrival and departure and the fees due and paid.
12. Non-officials and non Gazetted Officers of Animal husbandry and Veterinary Department must obtain the prior permission from the controlling officer of the Guest house.
13. Persons occupying the rest house are responsible for any damage, they or their servants or followers, may cause to the utensils/furniture/buildings of the rest house.
14. Persons occupying the rest house will not make their own arrangement of supplies and services.
15. A copy of the rules shall be exhibited in the rest house.

CHAPTER- XIII
COMPOSITION OF THE COUNCIL (INDIAN VETERINARY COUNCIL)
AND STATE VETERINARY COUNCILS.

Establishment and composition of the Council
{Chapter II, Indian Veterinary Council, 3(3)}

The council shall consist of the following member namely :-

- a) Five members to be nominated by the central Government from amongst Director of animal Husbandry (by whatever named called) of those states to which this act extends;
- b) Four members to be nominated by the central Government from amongst the heads of vet institute in the state to which this act extends;
- c) One member to be nominated by Indian Council of Agricultural research;
- d) The animal Husbandry commissioner, GOVT OF INDIA, ex officio;
- e) One member to be nominated by the central Government to represent the Ministry of the central Government dealing with Animal Husbandry;
- f) One member to be nominated by Indian Veterinary Association;
- g) Eleven members to be elected from amongst themselves by persons enrolled in the Indian Veterinary Practitioners Register;
- h) One member to be nominated by central government from amongst the presidents of the state Veterinary councils of those states to which this act extends;
- i) One member to be nominated by the central Govt. from amongst Presidents of the State veterinary Associations of those States to which this Act extends;
- j) Secretary, veterinary Council of India, Ex- officio.

{Chapter II, Indian Veterinary Council, 3(4)}

The President and vice president shall be elected by the members from amongst themselves in such manner as may be provided by regulation.

{Chapter II, Indian Veterinary Council, 3(5)}

Whenever there is a vacancy in the Office of the President, the Vice President shall discharge the functions of the President.

{Chapter II, Indian Veterinary Council, 3(6)}

The name of person nominated or elected as member shall be notified by central government in the official Gazette

{Chapter II, Indian Veterinary Council, 3(7)}

A person shall not be qualified for nomination or election to the Council unless he holds recognized Veterinary qualifications.

STATE VETERINARY COUNCILS.

1. The state Government Shall establish a state veterinary Council Consisting of Following members namely as per the Assam Veterinary council rules 1997, notified vide Govt. notification no VFV.366/18/pt: dated Dispur the December 31,1997. In these rules 2(a) "Act" means the Indian veterinary Council Act, 1984 (52 of 1984) and under 2(m) state veterinary council means the Indian veterinary council of Assam constituted under the act.

- a) Four members elected from among themselves by veterinary practitioners registered in the state veterinary register.
- b) The heads of veterinary institutions, of any, in the state Ex-officio.
- c) Three Members nominated by the state Government.
- d) The Director of Veterinary services of the state (by whatever name called) ex-officio.
- e) One member to be nominated by the state veterinary association if any.
- f) Register of the state veterinary council ex-officio.

2. The names of person nominated or elected as members shall be notified by the state government in the official Gazette.

3. A Person shall not be qualified for nomination or election as a member of the state veterinary council without a recognized veterinary qualification.

(Chapter VI, IVC Act 1984, sec 32)

(Chapter VI, IVC Act 1984, sec 35) Every state veterinary council shall be body corporation by such name as may be notified by the state Government in the official Gazette as in case of a joint state veterinary

council, as may be determined in the agreement, having perpetual succession and a common seal with power to acquire and hold property, both movable and immovable, and shall be the said name sue or sued.

(Chapter VI, IVC Act 1984, sec 36) President of the state veterinary council shall be elected by the members of that council from amongst themselves in such manner as may be prescribed.

(Chapter VI, IVC Act 1984, sec 37) The election under this chapter shall be conducted in the prescribed manner and where any dispute arises regarding such election it shall be referred to the state Government for its decision.

{Chapter VI, IVC Act 1984, sec 38 .(1)} Subject to the provisions of this section a member of the state veterinary council, other than an Ex-official member shall hold office for a term of three years from the date of his election or nomination to the state veterinary council or until his success on has been duly elected or nominated whichever is longer.

(Chapter VI, IVC Act 1984, sec 41) President and other members of council and members of the committees (other than the members of the state veterinary council) shall be paid such fees and allowances for attending the meetings or of the state veterinary council as the committees prescribe.

{Chapter VI, IVC Act 1984, sec 42(1)}. The State Veterinary council may with the previous sanction of the of the state Government, appoint a register who shall also act as Treasure and may appoint such other officers and employees as it may been necessary to carry out purposes of this Act.

{Chapter VI, IVC Act 1984, sec 43(1)} The state veterinary Council shall furnish such reports, copies of its minutes and of the minutes of the executive committee and abstract of its accounts to the state Government from time to time. Also forward to the council, the copies of all materials so furnished to the state Government.

REGISTRATION (IVC ACT 44 CHAPETR VII)

1. The State Government shall as soon as may be cause to be prepared in the manner hereinafter provided a register of veterinary practitioners to be known as the state veterinary register for the state.

2. The state Veterinary council shall on its establish assume the duty of maintain the state Veterinary register in accordance with the provisions of this act.

3. The state veterinary register shall contain the names of the persons possessing the recognized veterinary qualifications.

4. The state Veterinary council shall include the following particulars namely—

a) The full name, nationality and residential address of the registered person.

b) The date of his admission in the veterinary register.

c) This qualification for registration and the date on which he obtained such qualification a n d authority which conferred it.

d) His professional address and ———

e) Such further particulars as may be prescribed.

{Chapter VI, IVC Act 1984, sec 45.(1)} For the purpose of first preparing the state Veterinary register, the Government shall, by notification in the official Gazetted, constitute a registration tribunal consisting of the person holding recognized Veterinary qualification and shall also appoint a register who shall act as Secretary of the tribunal.

{Chapter VI, IVC Act 1984, sec 45.(2)}The state Government shall, by the same or a like notification, appoint a date on or before which application for registration, which shall be accompanied by the prescribed fee; not exceeding twenty five rupees, shall be made to the Registration Tribunal.

{Chapter VI, IVC Act 1984, sec 45.(3)} The registration tribunal shall examine every application received on or before the appointed date and if it is satisfied that the applicant is qualified for registration under Section 46, shall direct the entry of the name of the applicant on the register.

{Chapter VI, IVC Act 1984, sec 45.(4)} The register so prepare shall thereafter be published in such manner as the state Government may direct, and person aggrieved by a decision of the Registration Tribunal expressed or implied in the register as so published may, within sixteen days from the date of such publication, appeal an authority appointed by state Government in this behalf by notification in the official Gazette.

{Chapter VI, IVC Act 1984, sec 45.(5)} The registrar shall amend the register in accordance with the decision of the authority appointed under sub - section and shall thereupon issue to every person who name is entered in the register a certificate of registration in the prescribed form.

{Chapter VI, IVC Act 1984, sec 45.(6)} Upon the establishment of the veterinary council the register shall be given into custody and the state Government may direct that all or any specified part of the application fees for registration in the first shall be paid to the credit of the state Veterinary council.
(Chapter VI, IVC Act 1984, sec 51) As soon as may be after the first day of April each year the register of the state Veterinary Council shall cause to be printed copies of the state Veterinary register as it stood on the said date and such copies shall be made available to person applying therefore on payment of the prescribed fee not exceeding twenty five rupees, the name of the person removed from a state veterinary register shall be restored thereto.

MISCELLANEOUS (CHAPTER VIII, SEC 52 OF IVC ACT 1984)

Where a registered Veterinary practitioner of one state is practicing Veterinary medicine in another state, he may, on payment of prescribed fee which shall not exceed the renewal fee for register in such other state, make

an application in the prescribed form to the council for the transfer of his name from the state veterinary register of the state where he is registered to the state Veterinary register of the state in which he is practicing veterinary medicine and on receipt of any such application, the council shall, notwithstanding anything contained else wherein this act, direct that the name of such person be removed from the first mentioned state veterinary register and entered in the state veterinary register of the second mentioned state and the state veterinary councils concerned shall comply with such directions:

Provided that such a person who shall be required to produce certificate to the effect that all dues in respect of his registration in the former state have been paid. Provided further that where any such application for transfer is made by a veterinary practitioner against whom any disciplinary proceeding is pending or where for any other reason it appears to the council that the application for transfer has not been made bona fide and the transfer should not be made, the council may, after giving the Veterinary practitioner a reasonable opportunity of making a representation in this behalf, reject the application.

(Chapter VII, IVC Act 1984, sec 53) No order refusing to enter a name in a register or removing a name from a register shall be called in question in any court.

(Chapter VII, IVC Act 1984, sec 54) Where it is shown to the satisfaction of the register of state Veterinary council that a certificate of registration or a certificate of renewal has been lost or destroyed the register may on payment of the prescribed fee not exceeding ten rupees, issue a duplicate certificate in the prescribed form.

(Chapter VII, IVC Act 1984, sec 56) If any person :-

- a) Not being a person registered in a register, takes or uses the description of veterinary practitioner, or
- b) Not possessing a recognized Veterinary qualification uses a degree or a diploma or a license or an abbreviation indicating or implying such qualification, he shall be punishable on first conviction with fine which may extend up to one thousand rupees, and on any subsequent conviction with imprisonment which may extend to six months or fine not exceeding five thousand rupees or with both.

(Chapter VII, IVC Act 1984, sec 59) No court shall take cognizance of any offence punishable under this act except upon complaint made by order of the state Govt. or state Veterinary council.

(Chapter VII, IVC Act 1984, sec 60) No suit or other legal proceeding shall lie against the central Government or the state Govt. or the council or a state Veterinary council in respect of anything which is in good faith done or intended to be done in pursuance of this act or of any rules, regulations or order made there under.

(Chapter VII, IVC Act 1984, sec 61) The state Veterinary council shall, before and on June in each year, pay to the council a sum equivalent to one fourth of the total fees realized by the state veterinary council under this act during the period of twelve months ending on the 31st day of March of that year.

{Chapter VII, IVC Act 1984, sec 62.(1)} The council shall maintain appropriate accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in accordance with such general directions as may be issued and in such form as may be specified by the Central Govt. in consultation with the comptroller and Auditor General of India.

{Chapter VII, IVC Act 1984, sec 65.(1)} The state gov. may, by notification in the official Gazette, make rules to carry out the purposes Chapter Vi, Vii and VIII.

{Chapter VII, IVC Act 1984, sec 65.(2)} In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters namely.

- a) the manner in which the president of the state veterinary council shall be elected under section 36;
- b) the manner in which election under chapter VI shall be conducted;
- c) the procedure to be observed by the state Veterinary council at its meeting under sub section (6) of Section 38.
- d) the conditions and restrictions with respect to the constitution of executive committee and other committees under section 40;
- e) the fees and allowance for attending the meeting of the State Veterinary Council and the Committees under Section 41;
- f) the terms and condition of appoint of the Register, other officers and employees of the state Veterinary council under sub-section (2) of section 42;
- g) the particulars to be included in the state veterinary register under clause (e) of sub section (4) of section 44;
- h) the fee which shall be accompanied by an application for registration under sub section (2) of section 45 and sub section(1) of section 47.
- i) The form of certificate of registration under sub section(5) of section 45 and sub section(5) of section 47.
- j) The fee payable under section 46, section 50, section 52 and section 54;
- k) The renewal fee under sub section(1) of section 48;
- l) The manner of payment of renewal fee under the provision to sub section(2) of section 48;
- m) The charge for supplying printed copies of the state veterinary register under section 51; and the form duplicate certificate under section 54;
- n) The form of duplicate certificate under section 54;
- o) Any other matter which is to be or may be prescribed under Chapters VI, VII and VIII.

{Chapter VII, IVC Act 1984, sec 65.(3)} Every rule made under this section shall be laid, as soon as maybe it is made, before each house of the State Legislature where it consists of two Houses, or, where such Legislature consists of one house, before that House

CHAPTER- XIV
Format of Misc. Certificates

1. Health Certificate for animals to be exported out of the country or state.

I a duly qualified Veterinary Surgeon serving the Central/ State Govt./ University/ Engaged in Veterinary practice here by certified that the animal(s) belonging to Sri S/O Have been examined by me on this day of and I am satisfied that the animal(s) do not show any evidence of any infectious or contagious diseases at the time of my examination.

1. Description of the animal(s) :
2. Clinical Examination findings:
3. The animal had passed tuberculin test with bovine & avian tuberculosis on (date)
4. The animals had passed complement fixation test for John's disease with negative results.
5. Has passed blood test for brucellosis on (date)
6. Has been vaccinated against foot-and-mouth disease on (date) with polyvalent vaccine obtained from
7. Has / has not been found pregnant on my examination on (date)

Date of Issue.....

Signature

Place of Issue.....

Name and designation
IVPR Registration number

Official Seal

2. Certificate of Identification .

This is to certify that I have this day examined the animal described at the request of Sri S/O R/O said to be the property of Sri R/O for the purpose of identification .

Details of the examined animal :

Breed : Colour:

Age : (date of birth of the animal , if available)

Sex: Height:

Identification Mark (natural):

-do- (brand marks acquired)

Date of Issue.....

Signature

Place of Issue.....

Name and designation
IVPR Registration number

Official Seal

3. Certificate of Soundness.

This is to certify that, I have this day examined the animal whose particulars are given below for soundness at the request of Sri S/O (said to be the owner of this animal) R/O

Details of the examined animal :

Breed :..... Colour:

Age : (date of birth of the animal , if available)

Sex: Height:

Identification Mark (natural):

-do- (brand marks acquired)

Date of Issue.....

Signature

Place of Issue.....

Name and designation

IVPR Registration number

Official Seal

4. Request for Euthanasia.

Owners' Name : S/O R/O
..... Description of the animal Breed

Age Sex Colour& marking

I, the undersigned, do hereby certify that I am the owner (or duly authorized agent of the owner) of the animal described above that I do hereby give to Veterinary surgeon / his representative a complete authority to put to sleep the said animal in whatever manner the said Veterinary surgeon / his representative feel deem fit and I do hereby undertake to put the animal to sleep at my sole risk and by these presents for ever absolve the said veterinary practitioner / his representative from any and all liabilities for so putting to sleep the said animal.

I do also certify that the said animal has not bitten any person or animal during the last fifteen days and to the best of my knowledge has not been exposed to rabies.

Date

Signature of the owner

Address

5. Surgical Risk note.

Name of the Hospital

I, S/O.....

R/o

Hereby declare that the (Buffalo/Cattle/Goat/Sheep/Dog) presented for treatment belongs to me. All the complications and the risk involved in anesthesia/Surgery have been fully explained to me. I, therefore, willingly record my consent for the operation to be performed on my animal and will not held the doctor/ departmental authorities responsible for any mishap.

Date

Signature of owner

Address

6. Certificate for slaughter of animal.

This is to certify that I have this day Examined the animal as described below and that I consider the animal to be fit for slaughter.

Name of the owner S/O Address

Animal Breed

Species sex

Age colour Identification mark

Reason for certifying the animal as fit for slaughter

Date of Issue.....

Signature

Place of Issue.....

Name and designation

IVPR Registration number

Official Seal

CHAPTER XV

GOVERNMENT OF ASSAM
ANIMAL HUSBANDRY & VETERINARY DEPARTMENT
DISPUR GUWAHATI-6

ORDER BY THE GOVERNOR OF ASSAM

NOTIFICATION

Dated, Dispur the 27th January, 2015.

No.VFV.140/99/Pt/87 : In the interest of Public Service, the Governor of Assam is pleased to change the existing designation of the 4(four) Nos. of post as follows with immediate effect -

- (1) Forest Veterinary Officer as Assistant Disease Investigation Officer.
- (2) Veterinary Officer (4th APBN) as Assistant Disease Investigation Officer (4th APBN)
- (3) (a) Veterinary Assistant Surgeon as Veterinary Officer;
(b) Reserved Veterinary Assistant Surgeon as Veterinary Officer;
(c) Technical Assistant as Veterinary Officer;
(d) Research Assistant as Veterinary Officer.
- (4) Extension Officer (Veterinary) as Block Veterinary Officer.

Consequent on re-designation of the posts, the other service conditions of the aforesaid posts like, scale of pay, duties and responsibilities, promotional avenues will remain the same.

This has the approval of A.R & Training, Personnel and Finance Departments.

Sd/- H. Narzary, IAS.,
Principal Secretary to the Govt. of Assam
Animal Husbandry & Veterinary Department

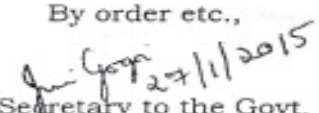
Memo No.VFV.140/99/Pt/97-A

Dated, Dispur the 27th January, 2015.

Copy to:

1. The Accountant General, (A&E) Assam Maidamgaon, Beltola, Guwahati-29 for favour of information & necessary action.
2. P.S. to Minister, A.H. & Veterinary Department for favour of kind information of Hon'ble Minister.
3. P.S. to Agriculture Production Commissioner, Dispur, Guwahati-6 for information.
4. Principal Secretary to the Govt. of Assam, A.H. & Veterinary Department, Dispur for favour of kind information of Principal Secretary.
5. The Director, A.H & Veterinary, Assam, Chenikuthi, Guwahati-3 for information.
6. The Finance (PRU)/Finance (Esstt-A)/ Finance (EC-I)/Personnel (A)/ Personnel (B) and A.R. Training Department, Dispur, Guwahati-6 for favour of information.
7. The Divisional Forest Officer, Assam State Zoo/Kajiranga National Park, Kohara/ Manash Wildlife Sanctuary. Baksa (BTAD) for favour of information & necessary action.
8. The Commandant, 4th A.P.Bn. Kahilipara, Guwahati for favour of information & necessary action.
9. All District A.H. & Veterinary Officer/D.D.Os of Veterinary Department for information & necessary action.
10. All Treasury Officer for information.
11. All Deputy Commissioners for information.
12. All S.D.O. (Civil) for information.
13. All Heads of Department for information.
14. General Secretary, Assam A.H & Veterinary Service Association, Guwahati-3.
15. Guard file.
16. The Superintendent, Govt. Press, Assam, Bamunimaidan, Guwahati-21 with a request to publish the notification in the next issue of Assam Gazette.

By order etc.,


Deputy Secretary to the Govt. of Assam,
A.H. & Veterinary Department, Dispur.

**GOVERNMENT OF ASSAM
ANIMAL HUSBANDRY & VETERINARY DEPARTMENT
DISPUR, GUWAHATI-06**

ORDERS BY THE GOVERNOR OF ASSAM

NOTIFICATION

Dated Dispur , the 29th Feb./2016 .

No. VFV. 140/99/Pt./107 : In supersession of all previous orders regarding office hours in working days and holidays of Veterinary Doctors & Staff working in different Veterinary Hospitals/ Dispensaries/ Sub- Centres/ A.I. Centres etc. under Animal Husbandry & Veterinary Deptt. Assam the office hours are fixed as under with immediate effect and until further orders.

1. On all working days from Monday to Saturdays –
(a) Summer days – 7 A.M. to 1.00 P.M.
(b) Winter days - 8.00 A.M. TO 2.00 P.M.
2. For all holidays including Sunday the working hours : 8.00 A.M. to 12.00 Noon .

Sd/- D.D. Das .

Secretary to the Govt. of Assam ,
A.H. & Veterinary Department , Dispur .

Dated Dispur , the 29th Feb. / 2016 .

Memo No. VFV. 140/99/Pt./107-A

Copy to :-

1. P.S. to Minister, A.H. & Veterinary Department for favour of kind information of Hon'ble Minister .
2. P.S. to Principal Secy. to the Govt. of Assam , A.H. & Veterinary Deptt. for favour of kind appraisal of Principal Secy.
3. P.S. to Commissioner & Secretary to the Govt. of Assam , A. H. & Veterinary Deptt. for favour of kind appraisal of Secretary .
4. The Director , A.H. & Veterinary , Assam , Chenikuthi , Guwahati-03 for information & necessary action .
5. The all Dist. A. H. & Veterinary Officers / S.D.V.Os. for information & necessary action
6. Office copy .

By order etc.

Sd/- D.D. Das .

Secretary to the Govt. of Assam ,
A.H. & Veterinary Department , Dispur .

THE END