

SERVICE MANUAL
of Animal Husbandry
and
Veterinary Department



सत्यमेव जयते

Govt. of Assam

Chenikuthi, Guwahati-3

PREFACE

The Assam Animal Husbandry and Veterinary Department has been looking after the areas of Animal health coverage and Livestock rearing for upliftment of the rural economy of the State.

It has been felt that though there is a systematic functioning of different veterinary institutions, systematic heads in the State viz. Veterinary Hospital and Dispensaries, A.I. centers and sub centers, Veterinary FAC, Livestock and Poultry farm and offices right from the Directorate to the Dispensaries and sub centers, but there still remains a necessity for formal manual or code of standing order to look into this regard. Therefore, on 4th January/ 95, the then Director, Dr. C. K. Rajkonwar in his letter vide Lr.Roc. No. 55320/N4/94 suggested views to frame out a draft Service Manual of Assam Animal Husbandry and Veterinary Department and subsequently a team of officer/staff consisting of Dr. P.K. Goswami as convenor and Dr. Hasim Ahmed, Sri Bipul Bora, Dr. P. K. Purakayastha, Sri A.K. Purakayastha and Sri Jogesh Ch. Talukder were entrusted the work of compilation of Service Manual. Dr. P.K. Goswami on behalf of the team has made several correspondences with the Directors of several states and drafted the manual on the basis of manual of Andhra Pradesh. Later on Dr. M.A.AliKhandakar, Dr. J.P. Hatibaruah, Dr. Samar Gogoi, Dr. PrankrishnaMahanta, Dr. TanujHazarika, Dr. DandeswarDeka, Dr. PranjitBaruah, Dr. Bhuban Ch. Sarma, Dr. JyotiPrakashKalita also assisted in compilation of the Service Manual. The Assam Animal Husbandry and Veterinary Service Association have also been demanding for publication of the Service manual of A.H. & Veterinary service since 1994. While preparing the service manual, references of Tamilnadu A.H. & Veterinary Department Service Manual & Andhra Pradesh A.H. & Veterinary Department Service Manual were taken into consideration. Accordingly, after continuous endeavor, the draft service manual of A.H. & Veterinary Department of Assam has been compiled.

The compiled draft service manual of Animal Husbandry and Veterinary Department of Assam is based on various Govt. orders / office memorandum, information of various Veterinary institutions, duties and responsibilities of officers / job charts of various cadre based on experience and work load from time to time as determined by the authority concerned of Animal Husbandry and Veterinary Department of Assam.

The manual also contains basic outlines relating to regulation of practice of Veterinary Medicine, Disease Diagnosis and Inference etc. As such this manual will have information relating to Animal Husbandry and Veterinary Practice as well as some information on over all scenarios of the Animal Husbandry and Veterinary Department of Assam.

Director
Animal Husbandry and Veterinary Department, Assam
Chenikuthi, Guwahati-3.

DISCLAIMER

While every care has been taken to ensure that the contents of this Manual are accurate and up to date till March 2017, the intending users are advised to check the precise current provisions of extant law and other applicable instructions from the original sources. In case of any conflict between the provisions stipulated in this Manual and in the original source of the prevailing laws, the provisions contained in the extant law and the original instructions shall prevail.

ABBREVIATION AND ACRONYMS

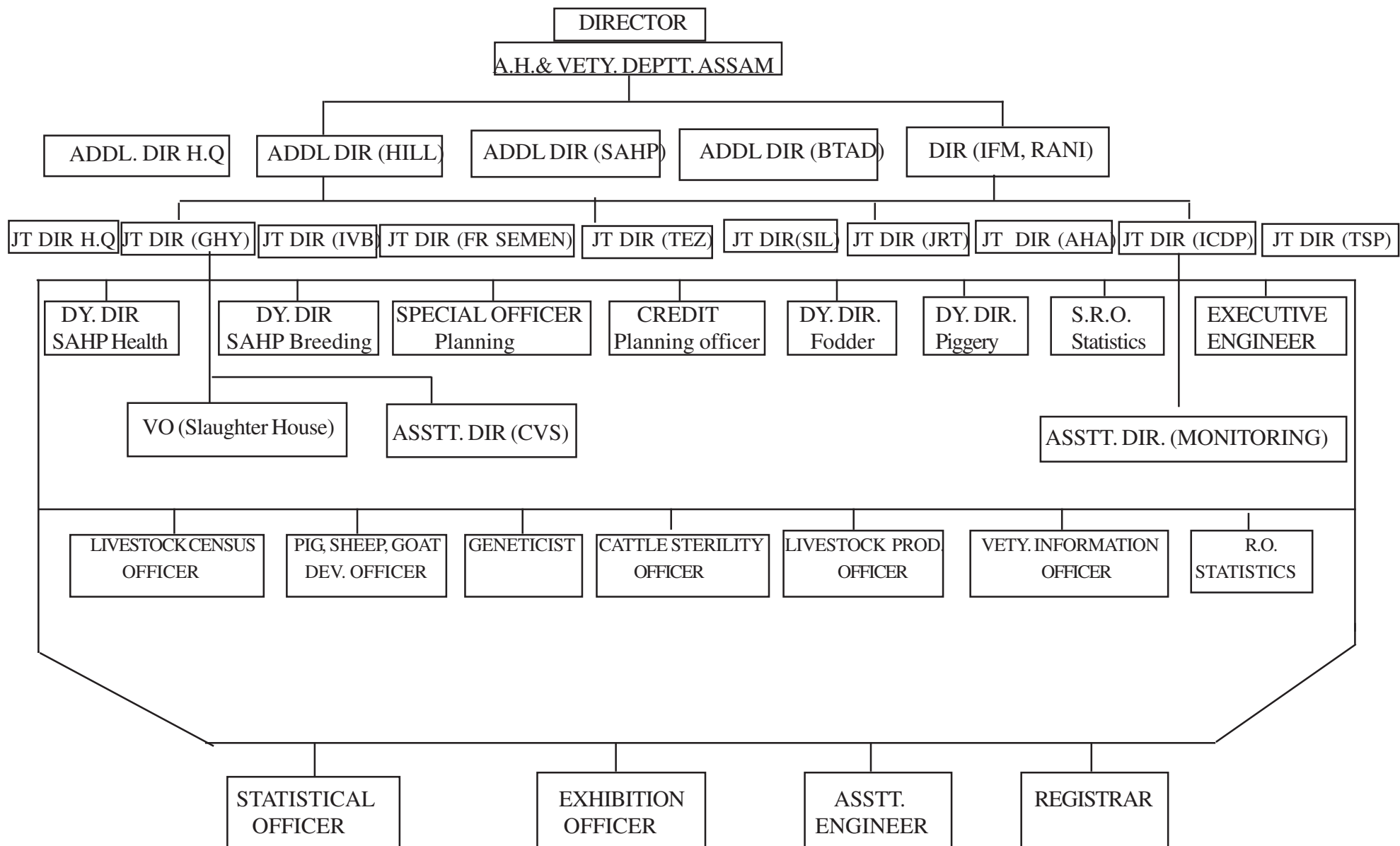
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|---------------|---|
| AD | Assistant Director |
| A.H. | Animal Husbandry |
| A.H.C | Animal Health Centre |
| A.I | Artificial Insemination |
| Addl. | Additional |
| AHA | Animal Health Administration |
| ALDA | Assam Livestock Development Agency |
| ALPCO | Assam Livestock and Poultry Corporation |
| APO | Assistant Project Officer |
| ARV | Anti Rabies Vaccine |
| BCPP/CBPP | Contagious Bovine Pleuropneumonia |
| BTAD | Bodoland Territorial Area District |
| CDO | Community Development Officer |
| CEO | Chief Executive Officer |
| CHD | Council Head Department |
| CSB | Central Semen Bank |
| CSCC | Central Semen Collection Centre |
| CVS | Central Veterinary Store |
| D.V.O | District A.H. & Veterinary Officer |
| DVD | Directorate of Veterinary Department |
| FAC | First Aid Centre |
| HQ | Head Quarters |
| I.V.B | Institute of Veterinary Biologicals |
| ICDP | Intensive Cattle Development Project |
| LI | Livestock Inspector |
| OC | Officer in Charge |
| P. D. O | Poultry Development Officer |
| R. A. P. D. O | Research Assistant, Poultry Development |
| RA | Research Assistant |
| RP | Rinderpest |
| S.D.V.O | Sub Divisional Veterinary Officer |
| SAHP | Special Animal Husbandry Program |
| SVFA | Supervisor Veterinary Field Assistant |
| TSP | Tribal Sub Plan |
| V.I.O | Veterinary Information Officer |
| VFA | Veterinary Field Assistant |
| VO | Veterinary Officer |
| VSC | Veterinary Sub Centre |

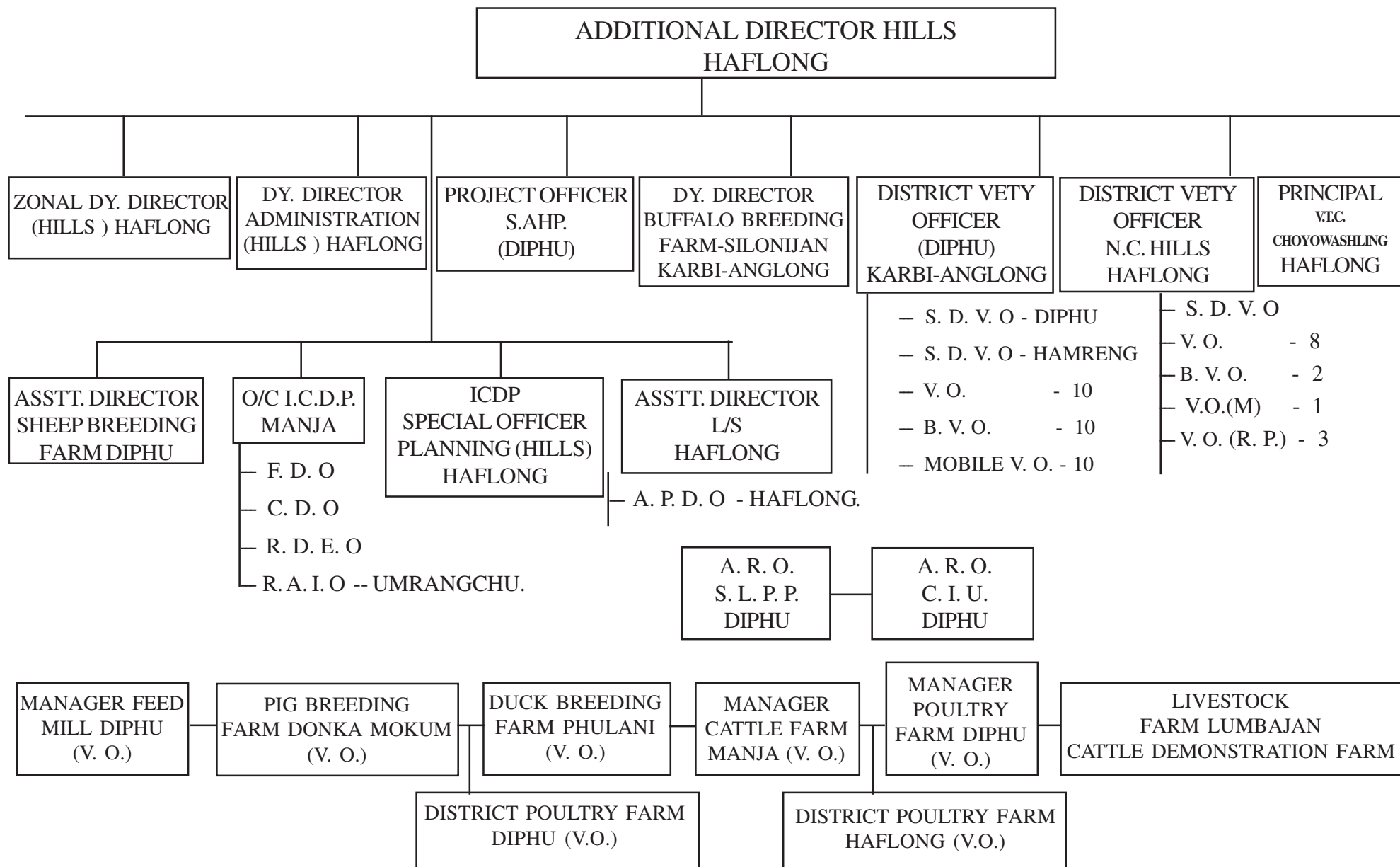
SERVICE MANUAL OF A.H. & VETERINARY DEPTT., ASSAM

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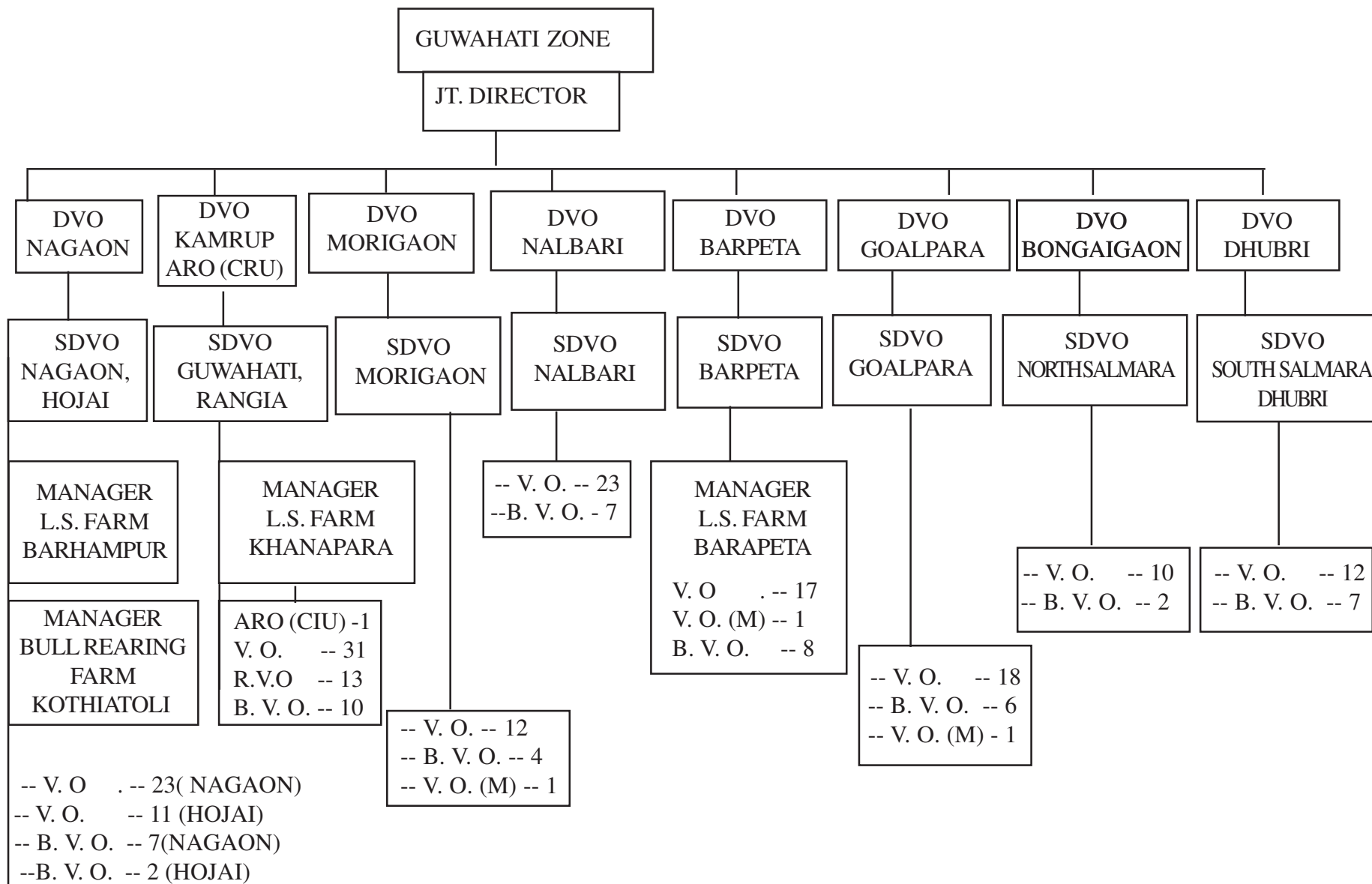
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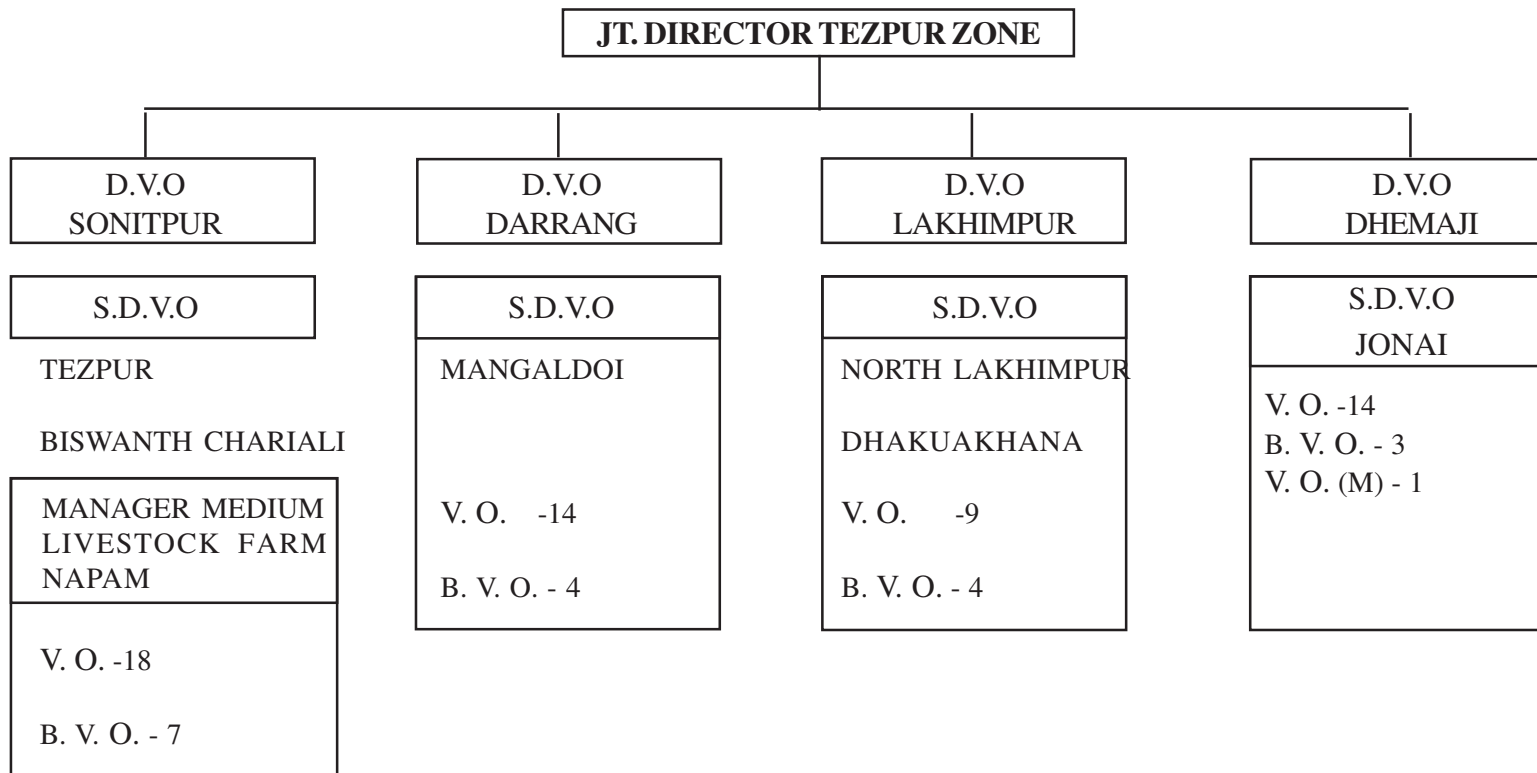
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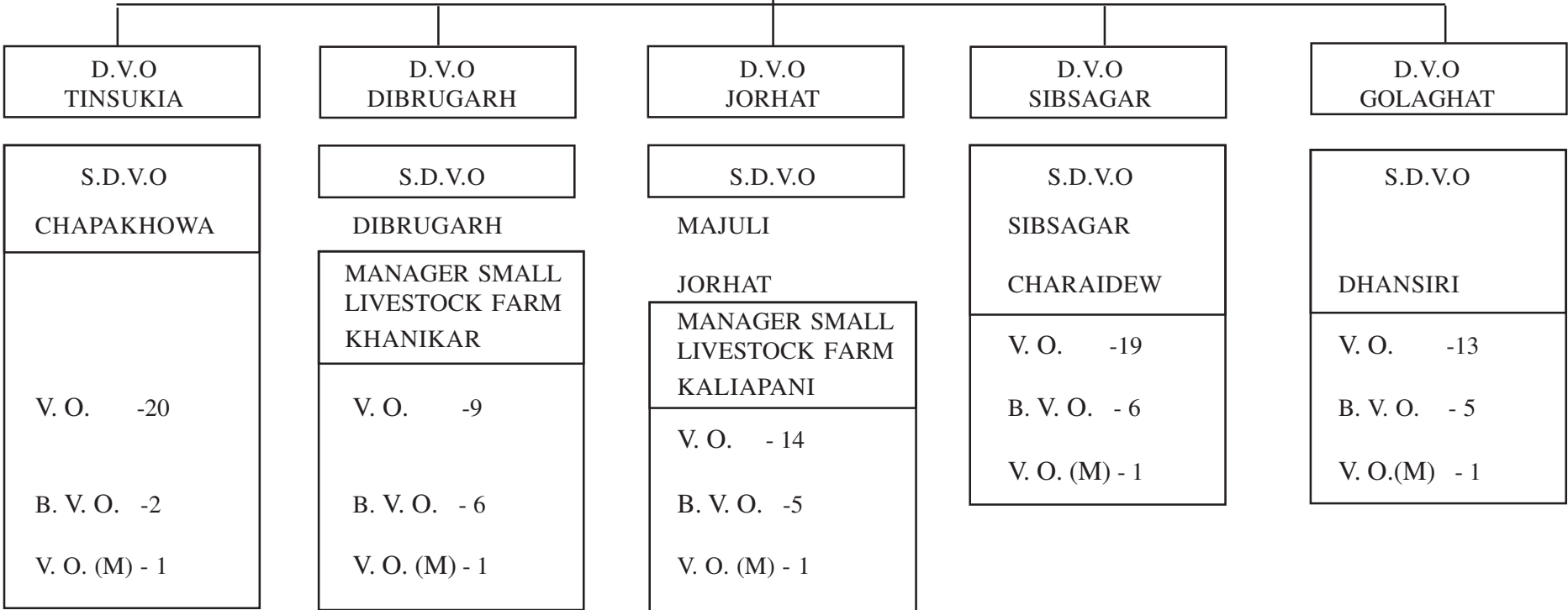




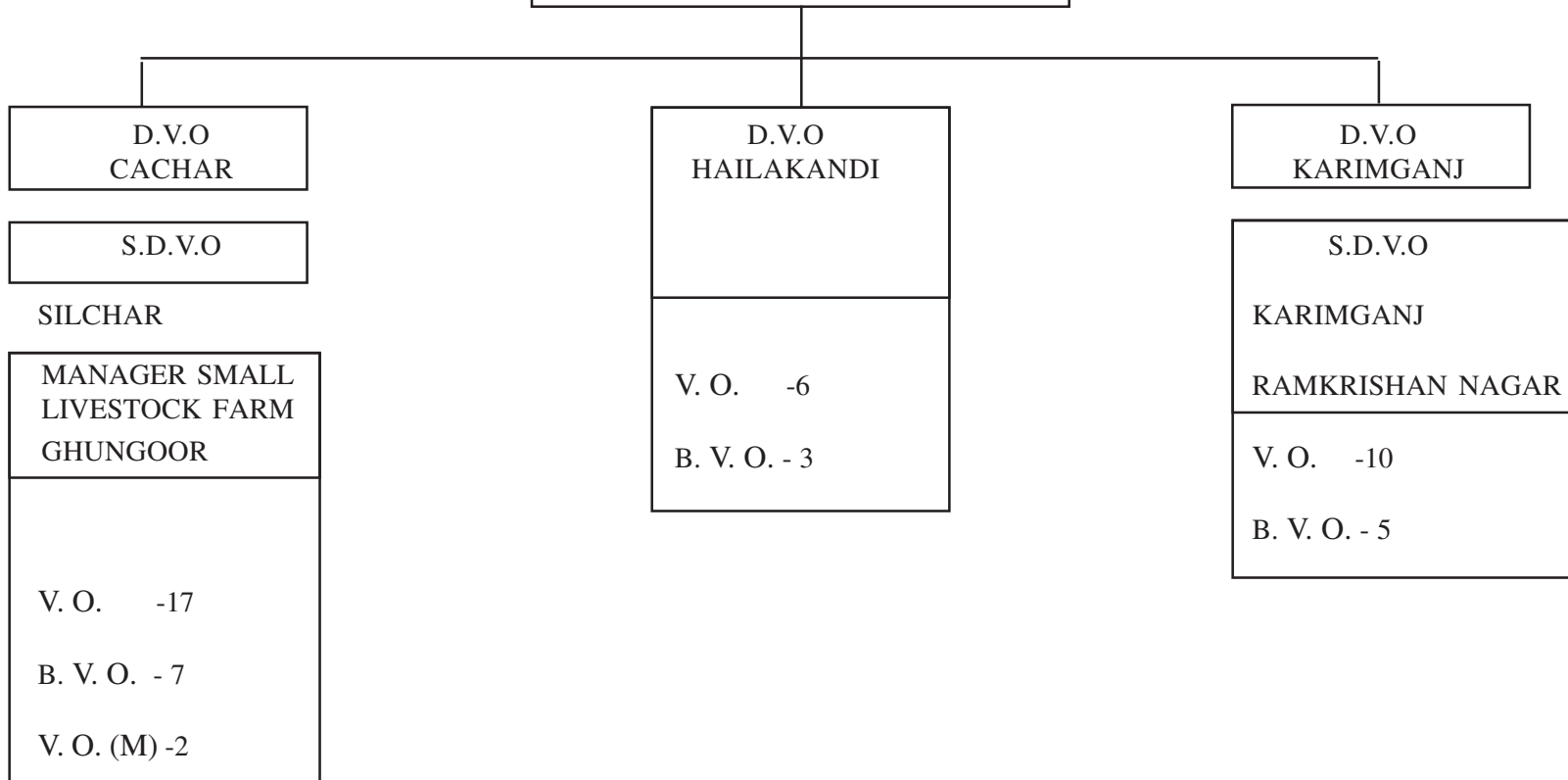


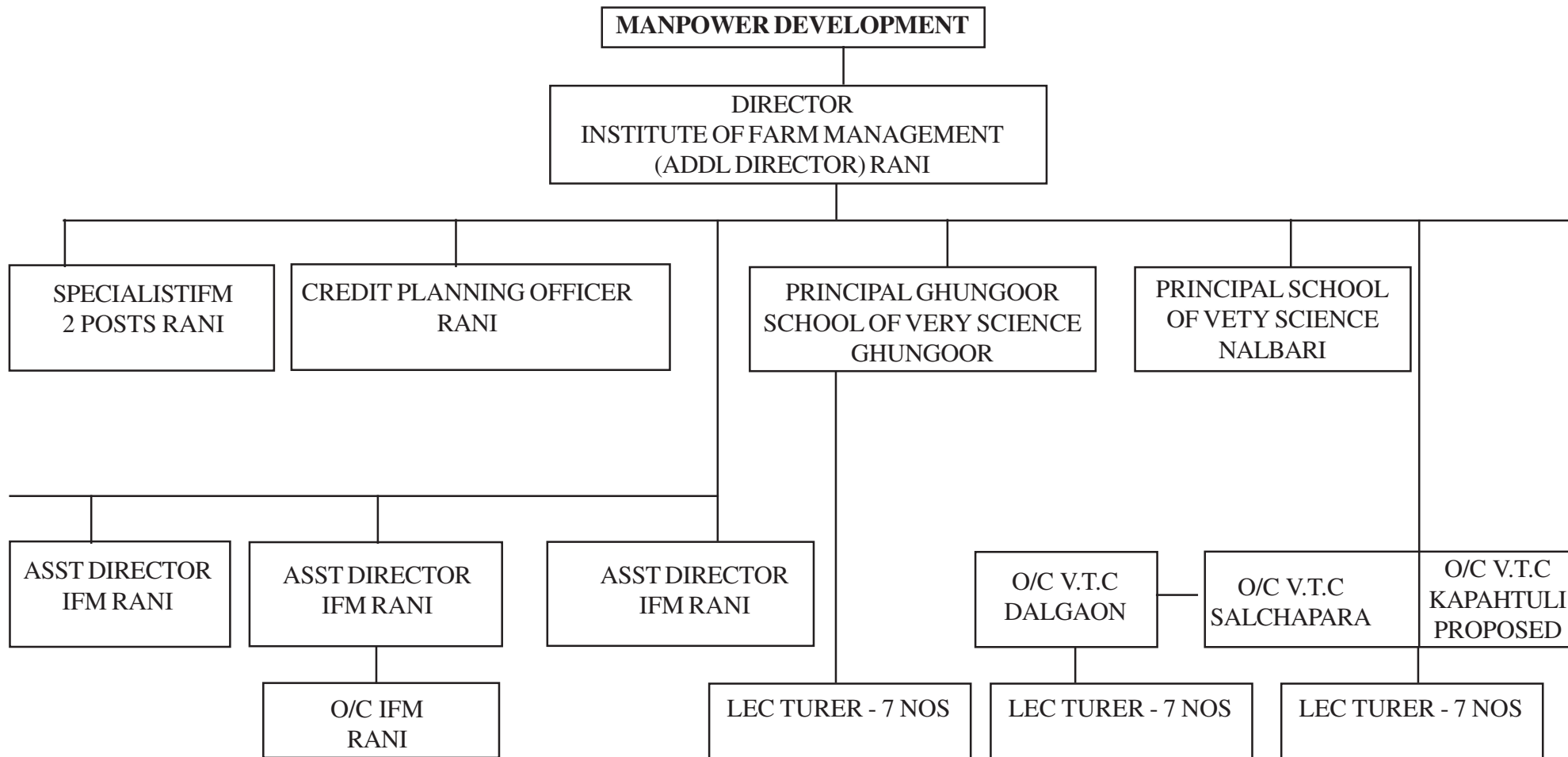


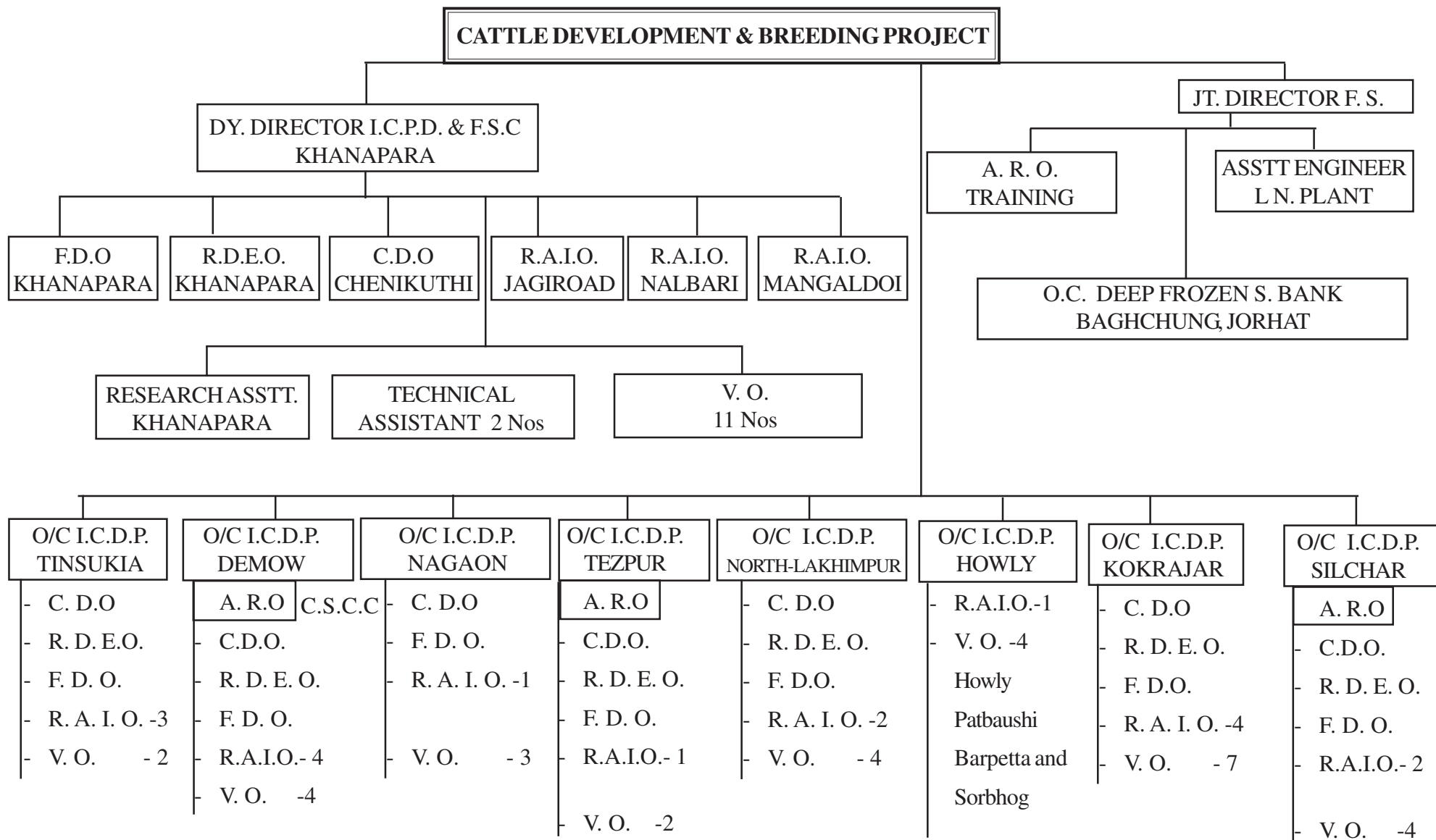
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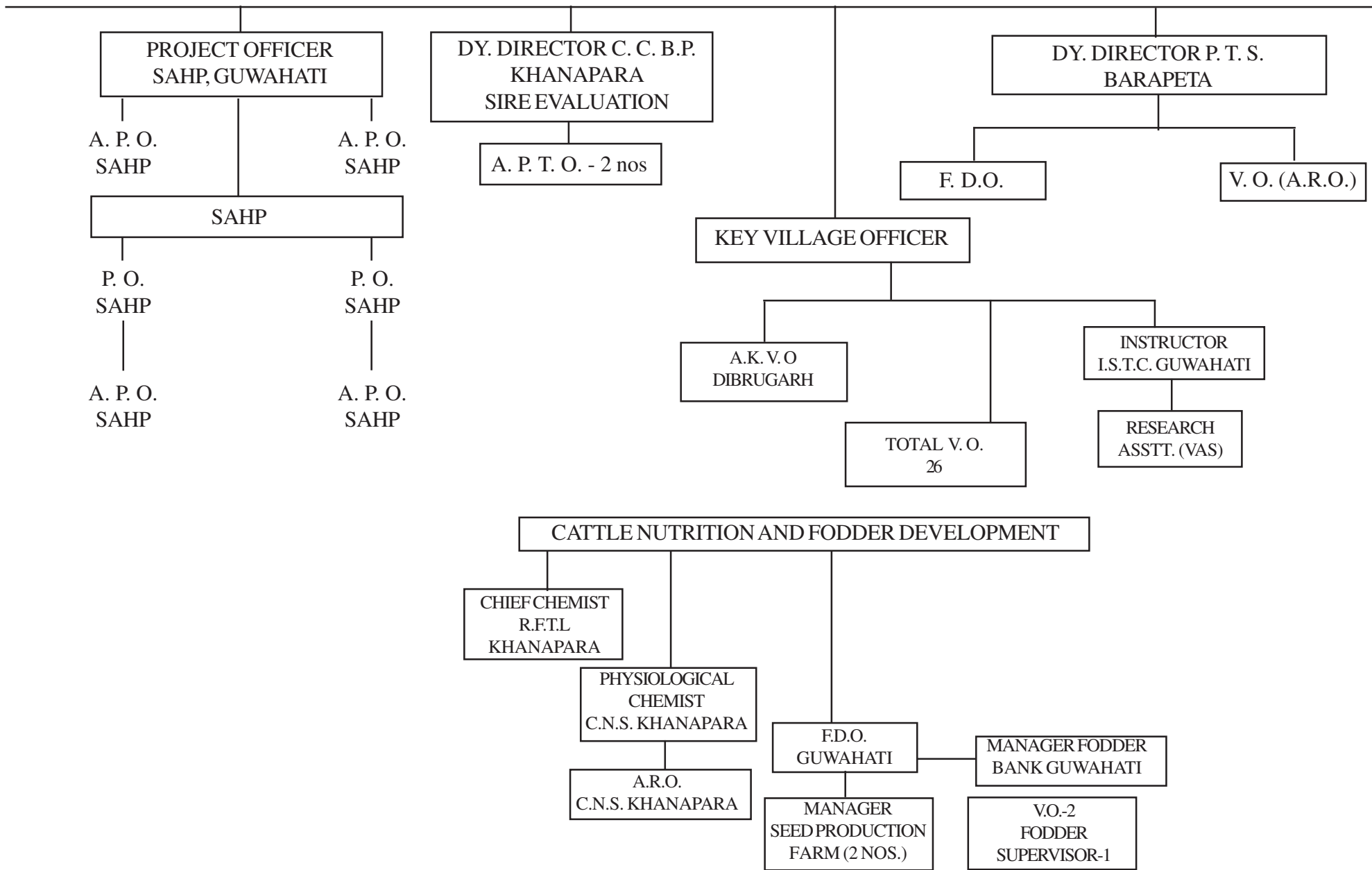


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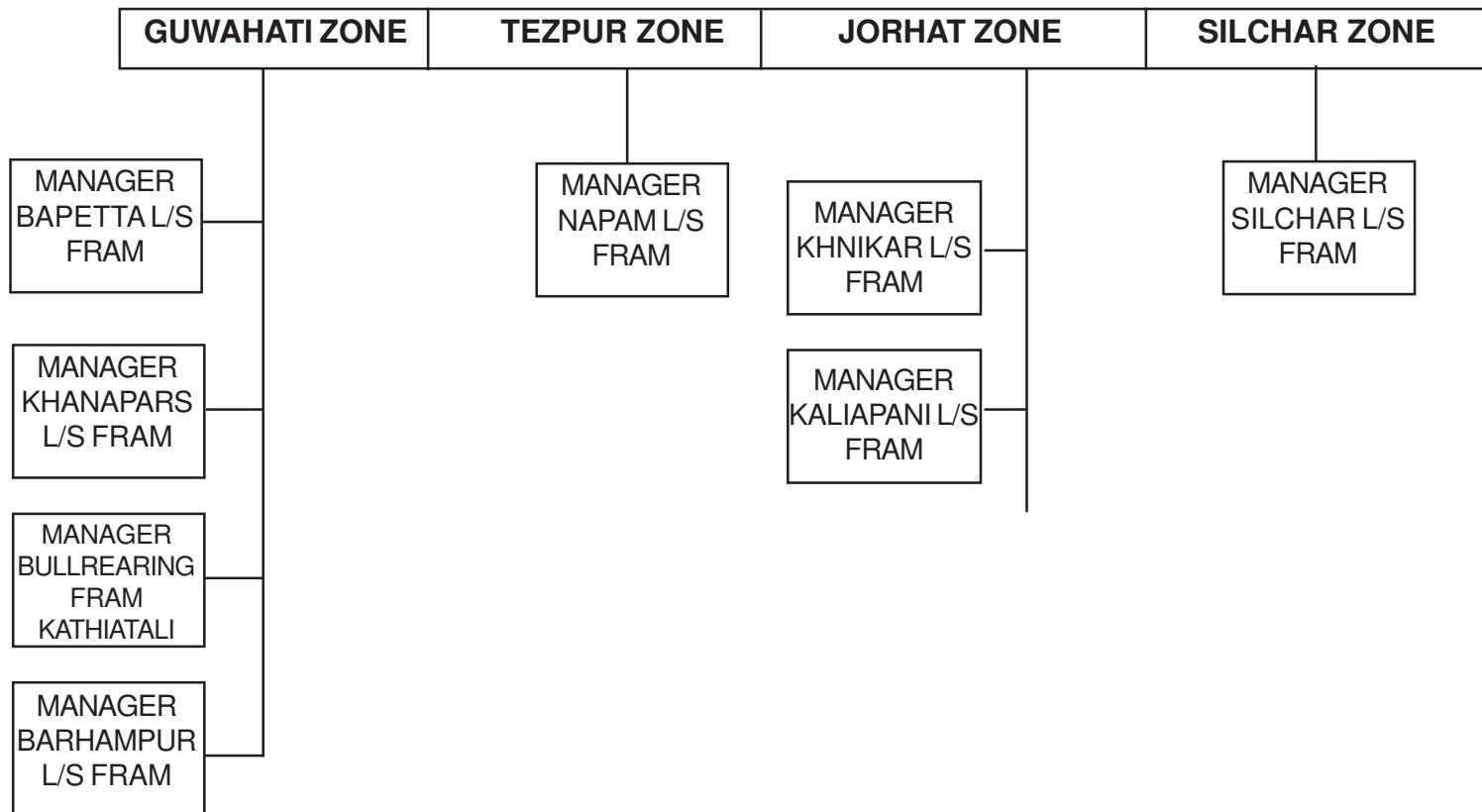


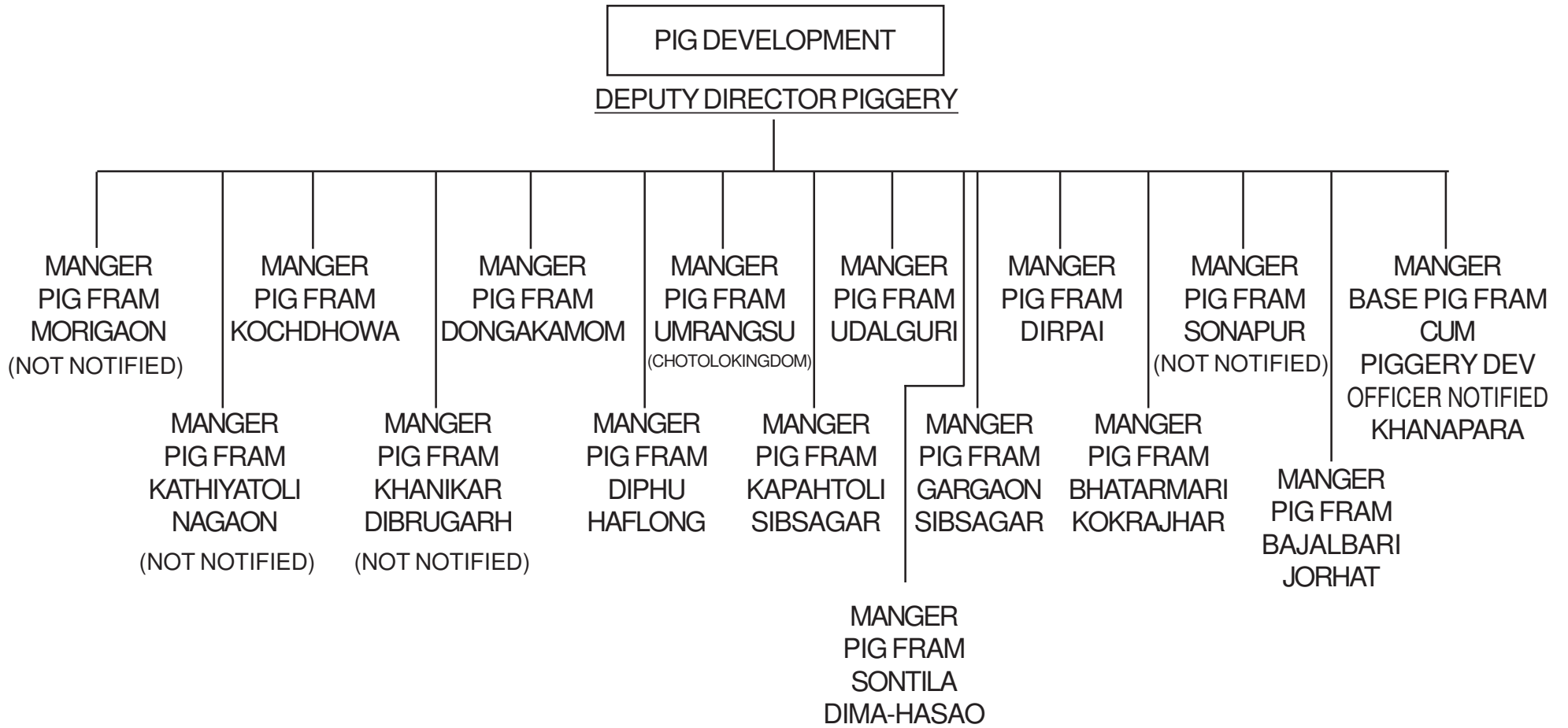


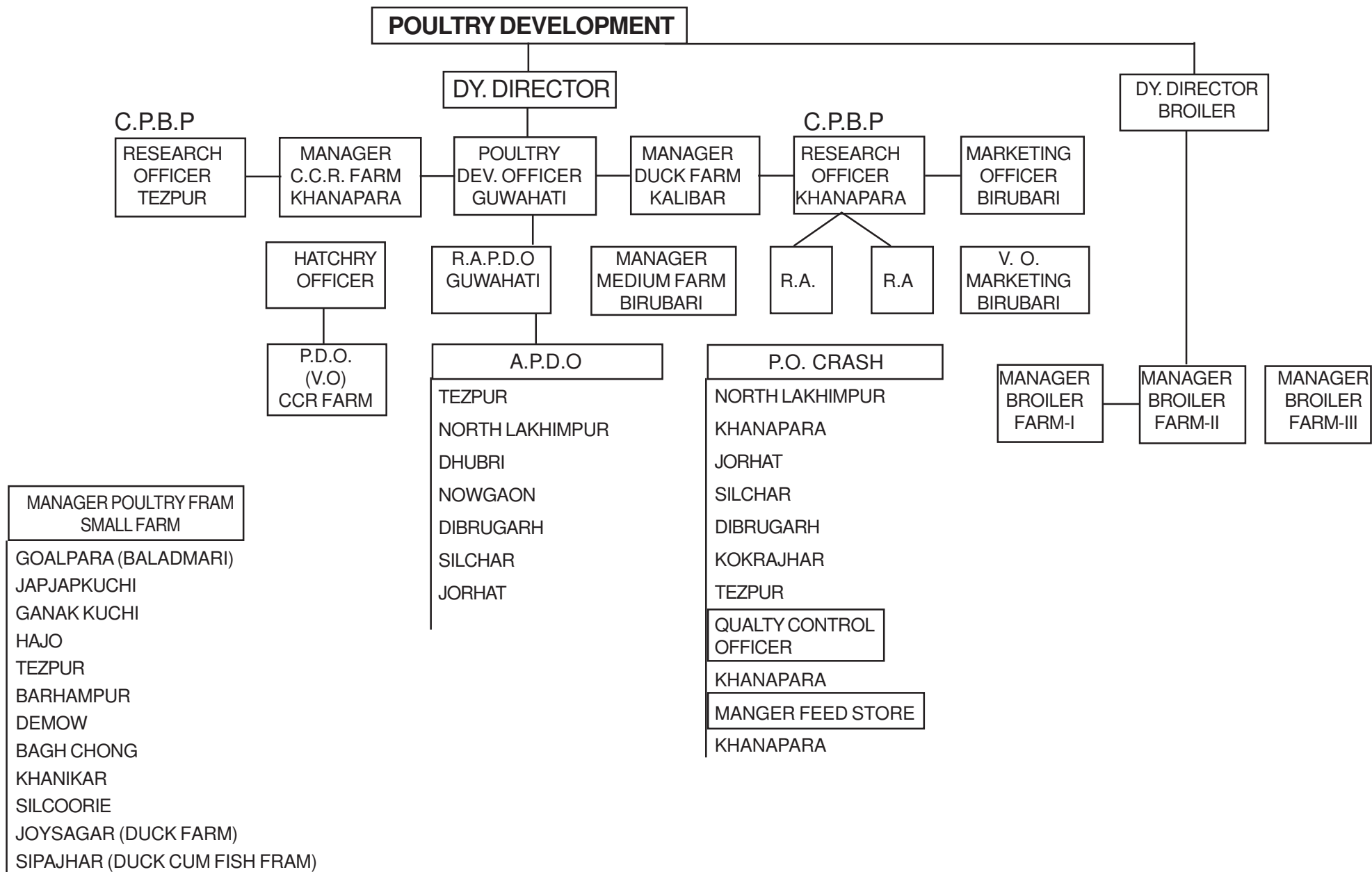




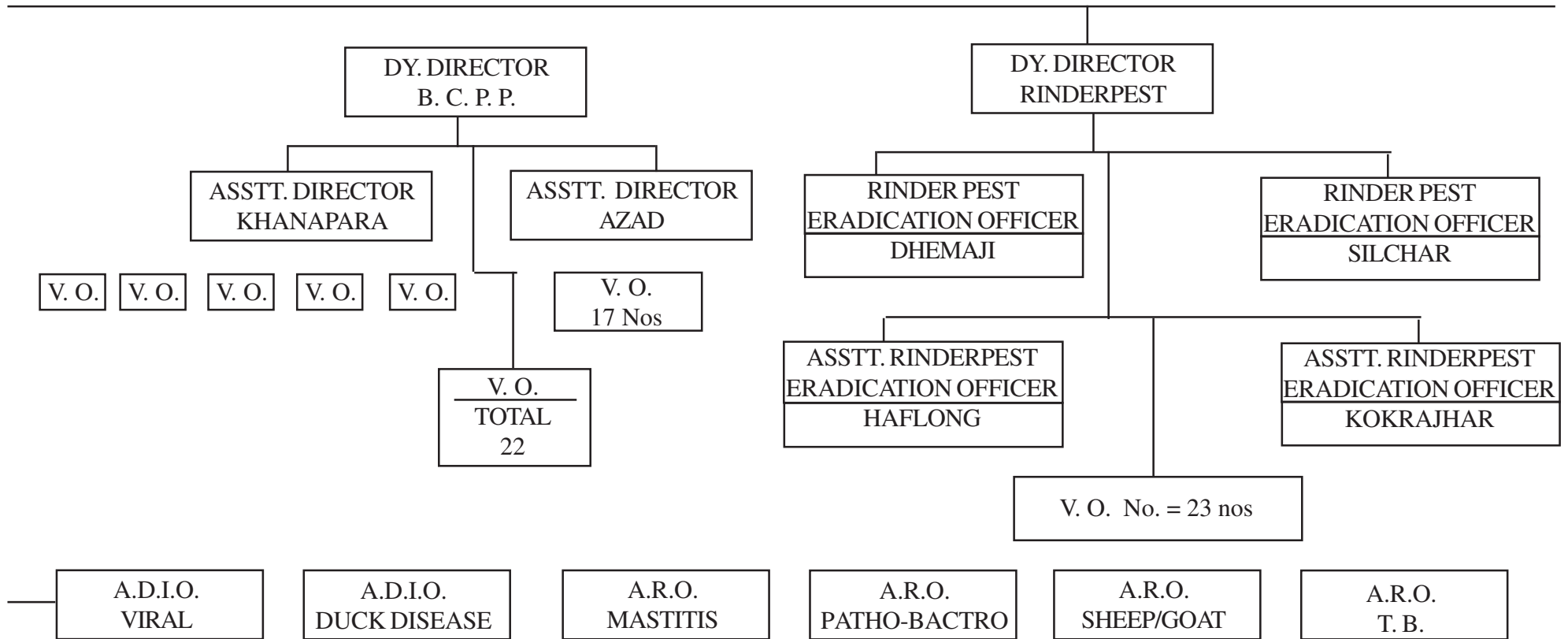
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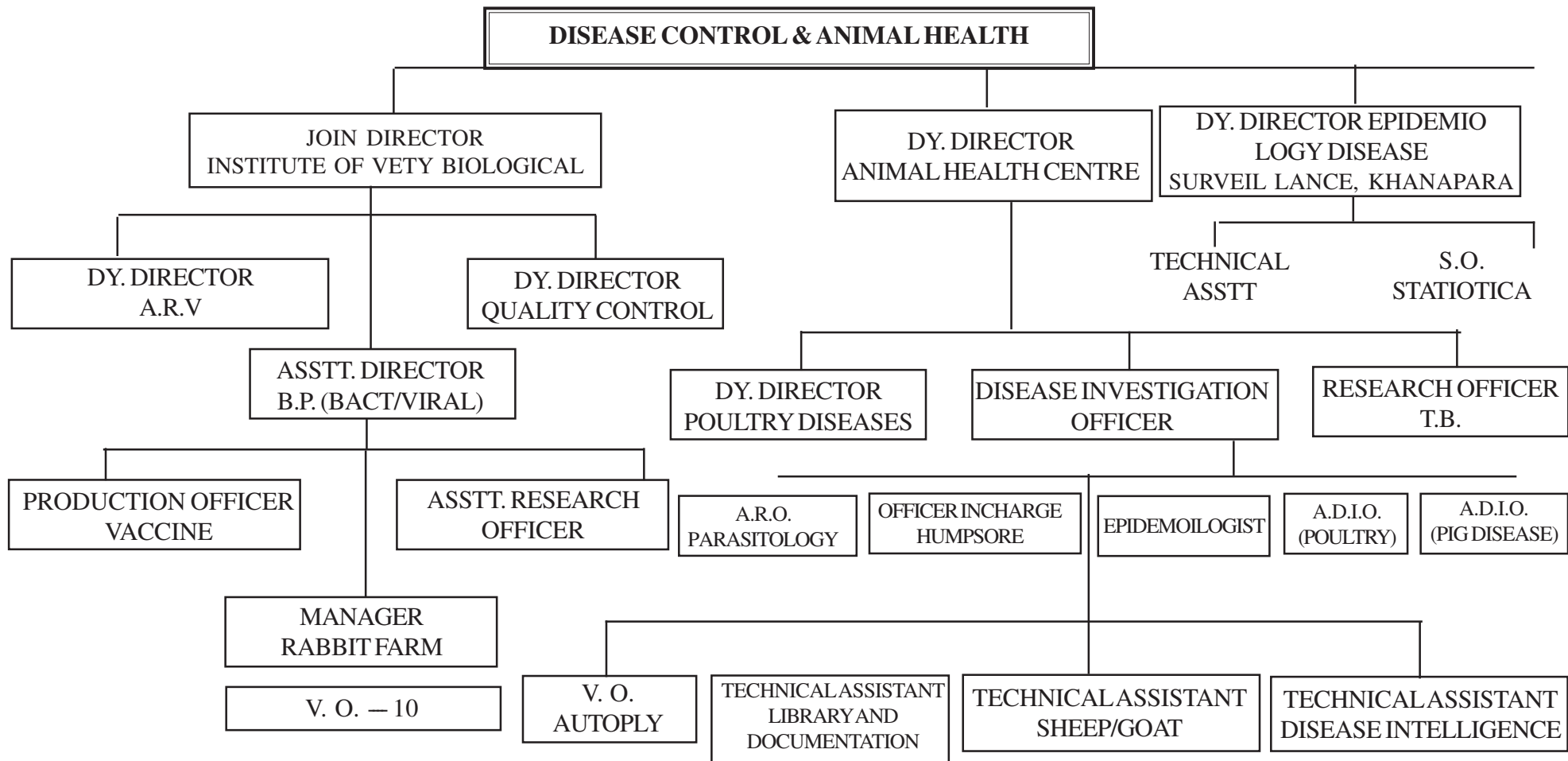






DISEASE CONTROL & ANIMAL HEALTH





Service Manual

CHAPTER - I

Title and Commencement: The manual is called the Assam Animal Husbandry and Veterinary Service Manual. This is applicable to the Assam Animal Husbandry and Veterinary Department for the entire state of Assam. This will come into force from the date of notification by the Govt. of Assam.

Extent of application: This manual defines the duties and responsibilities of the Animal Husbandry and Veterinary departmental officers viz. The Director, Additional Director, Joint Director, District Veterinary Officers, Deputy Directors, Assistant Directors, Sub-Divisional Veterinary Officers & its equivalent posts, Veterinary Officer and its equivalent posts, Livestock Inspectors, Senior Veterinary Field Assistants, Veterinary Field Assistants, Driver, Handyman, Electrician, Engineers and Statistical officers along with the other supporting staff.

The entire manpower described above are covered under **Assam Animal Husbandry & Veterinary Service**. Thus the Assam Animal Husbandry & Veterinary Service will cover:

- a) Officers (b) Subordinate service and (c) Administrative Staff

Definitions:

Competent Authority: Competent Authority means a Veterinary authority or Veterinary officer to whom the administrative or financial powers have been delegated by the Director for taking decision in a matter relating to specific jobs as notified by the Director from time to time related to Veterinary Service.

Veterinary Service: It will include the matters related to development of livestock and poultry sector, disease control and containment of livestock and poultry, wild life disease, scientific management of domestic animals, animal traceability, food safety relating to food of animal origin, veterinary education, legislations related to animals and animal welfare, improvement of rural economy through development of livestock and poultry entrepreneurship, regulation of feed and veterinary drugs, disaster management of animals.

Veterinary Officers: All the officers of AH & Veterinary Department who have the basic qualification of B.V.Sc. & A.H. or its equivalent conferred by a recognized University (by Veterinary Council of India) and who is having a valid registration with veterinary Council of India

Veterinary Field Assistant: The assisting Para professionals of AH & Veterinary Department who have a qualification of having undergone at least one year training in the basic course of veterinary Science in any of the government recognized veterinary schools located within India.

Veterinary Polyclinics:The Veterinary Polyclinic is an animal treatment facility where critical patients needing special attention can be housed and treated

as in patient and also the critical cases may be referred to by veterinary dispensaries. A typical veterinary polyclinic will have the following facilities:

1. Have specialists for Medicine, Surgery, Gynecology
2. Have adequate number of helping staff including VFAs, radiologists and grade IV
3. Facility for Isolation Areas/Quarantine to stop the spread of infectious agents to other patients with Specific staff for such facilities
4. Adequate water supply system
5. Adequate waste disposal system
6. Facility for small animal as well as large animal radiology and ultrasound.
7. In-house laboratory for carrying out routine diagnostic tests
8. Provision for surgery with surgery rooms
9. In patient hospitalization facilities with provision of feed etc.
10. Full stock of medicines with medicine storage and dispensing facilities
11. An animal ambulance

Veterinary hospital: The Veterinary hospital is also an animal treatment facility where patients needing special attention can be referred by veterinary dispensaries and treated. A typical veterinary hospital has the following facilities:

1. Have a senior consulting Veterinary Officer having at least 10 years of clinical service experience
2. Have adequate number of helping staff
3. Adequate water supply system
4. Adequate waste disposal system
5. Facility for small animal as well as large animal radiology.
6. In patient hospitalization facilities with provision of feed etc.

Veterinary Dispensaries

Veterinary dispensaries provide similar type services as hospitals, but not on the same scale as a hospital. Complete examinations and treatment can be rendered at Veterinary dispensaries, but diagnosis is generally made on clinical aspects only without any in situ laboratory aids. Dispensaries can collect clinical samples and send them to an outside veterinary laboratory for testing. Generally, the surgical procedures in dispensaries are limited to minor surgical procedures like castration, spaying, wound mitigations etc. The dispensaries are manned by a single veterinarian. Dispensaries may not have complete stock of medicines.

First Aid centres:

Generally manned by para veterinarians. The follow up treatment can be obtained on prescriptions of veterinarians. Blood less castration, Artificial Insemination, first aid treatments like wound treatment etc can be obtained

AI Centres

The service for Artificial insemination is available from these centres. These service centres may be located separately or along with Polyclinics, Hospitals, Dispensaries or First aid centres.

**ADMINISTRATIVE
SETUP:**

a)

***Establishments
at Chenikuthi***

The overall administration of the Department is vested upon the Director, Animal Husbandry and Veterinary, Assam. The Director is assisted by 5 nos. of Additional Directors (two at H.Q., one at Hills, one at BTAD and another as Director, Institute of Farm Management, Rani).

The two nos. of Addl. Directors viz. Addl. Director, (HQ) and Addl. Director, (SAHP) placed at H.Q. are to look after the Veterinary and livestock development activities.

In Hills, the Addl. Director is to look after all the Animal Husbandry and Veterinary activities of the Hill Districts.

Addl. Director, Rani, who is designated as Director, IFM, is to look after the skilled manpower generation in the field of Animal Husbandry and Veterinary activities which may additionally include the Fishery and Horticulture components.

The Addl. Directors placed at BTAD is to look after all the Veterinary activities and other Livestock activities of BTAD areas.

There are 10 nos. of Jt. Director of Animal Husbandry and Veterinary Deptt. Assam, out of them 4 nos. are placed in the H.Q. to assist the Director, Animal Husbandry and Veterinary Deptt. They are Jt. Director (TSP), Jt. Director (AHA), Jt. Director, ICDP (HQ) and Jt. Director (HQ). The Zonal Jt. Director, Guwahati zone is also officiating from the D.V.D.'s HQ.

There are 56 nos. of Deputy Directors in Animal Husbandry and Veterinary Deptt. Assam, out of them 6 nos. are placed in the H.Q. to assist the Director. The Dy. Directors in different discipline in the H.Q. are Special Officer (Planning), Dy. Director, (Fodder); Dy. Director (Poultry); Dy. Director (Piggery); Dy. Director (RP), Dy. Director, (SAHP).

There are 52 nos, of Assistant Directors in Animal Husbandry and Veterinary Deptt. Assam, out of them 8 nos. are placed in the H.Q. to assist the Director. They are: Assistant Director (CVS); Assistant Director, (Monitoring); Development Officer (Pig, Sheep & Goat); Livestock Census Officer; Veterinary Information Officer, Cattle Sterility Officer, Geneticist Sire Evaluation and Poultry Development Officer. All are assisting the DVD in the HQ.

The wing of Information and Publicity is headed by V.I.O. and Exhibition Officer (Non-technical) are in the Directorate.

In the Directorate campus at Chenikuthi, the other Subordinate Officers are Deputy Director, Poultry with P.D.O. (Assistant Director), R.A.P.D.O. (SDVO) and Mobile Poultry V.O.

Deputy Director, RP with Mobile RP V.O. at HQ Chenikuthi, Project Officer (DDV) SAHP, with two APO (SDVO rank). The Key Village Officer (AD), Instructor (SDVO) and one R.A. and one CDO at Chenikuthi along with a V.O., ICDP center function from within the campus of DVD.

There are Fodder Development Officer, Guwahati; Manager, Fodder Bank both are of the rank of SDVO and two Veterinary Officers & one Fodder Supervisor in the HQ.

The office of the District A.H. & Veterinary Officer and Sub-Divisional A.H. & Veterinary Officer with 12 nos. of Veterinary Officer (Reserved) is functioning from the Directorate Campus. The District Diagnostic Laboratory, which is now renamed and demarcated as Polyclinic with facilities of disease diagnostic, minor surgery and radiology is established within the Directorate campus. The State Veterinary Hospital, Chenikuthi is also located in the Directorate campus.

**ADMINISTRATIVE
SETUP:**

***b) Establishments
at Khanapara,
Guwahati***

The Institute of Veterinary Biologicals, headed by Joint Director is primarily a vaccine production and procurement establishment. The assisting staff are two Deputy Directors (quality control and ARV), two Assistant Directors, seven SDVO and equivalent rank officers and ten Veterinary Officers. The Animal Health Center or AHC and NERDDL (North Eastern Disease Diagnostic Laboratory) is located adjacent to the Institute of Veterinary Biologicals, which is headed by Deputy Director (Epidemiology) and Deputy Director (Disease Surveillance) and assisted by three Assistant Directors, eleven SDVO and equivalent rank officers in different disciplines and twelve veterinary Offices and Technicians working in the field of disease investigation and control posted either at the institute or at different laboratories of the state.

For cattle development, the Joint Director (Frozen Semen) at Khanapara with ARO (T) and Assistant Engineer (Mechanical) look after Procurement of Liquid Nitrogen and production of Frozen Semen and its distribution. The Assam Livestock Development Agency (ALDA) headed by CEO [Jt. Director, (Frozen Semen)] looks after the National Cattle and Buffalo breeding Project.

The Deputy Director ICDP is assisted by Rural Dairy Extension officer, fodder Dev. Officer and two nos. of Veterinary Officers have HQ at Khanapara.

The Coordinated Cattle Breeding Project (CCBP) is headed by a Deputy Director with one Veterinary Officer designated as APTO.

The office of the Deputy Director, BCPP Scheme, Feed Mill, office of Deputy Director (Progeny Testing), office of Chief Chemist is also located in Khanapara.

The schematic heads/ controlling officers in different cadre viz. Assistant Director/ S.D.V.O. & its equivalent cadre of the different ongoing schemes are to look after the developmental activities of the schemes and report the progress to the Director through the schematic head.

**ADMINISTRATIVE
SETUP:**

***a) Administrative
setup at zonal
level***

The Jorhat zone (comprising Jorhat, Golaghat, Sivasagar, Dibrugarh, Tinisukia, Majuli and Charaideu districts), Tezpur zone (Comprising Sonitpur, Biswanath, Lakhimpur, Dhamaji and Darrang districts), Silchar zone (comprising of Cachar, Hailakandi and Karimganj districts) and Hill zone with HQ at Haflong (comprising of East Karbi Anglong, West Karbi Anglong and Dima Hasao districts); Guwahati Zone (Comprising Dhubri, Mancachar, Bongaigaon, Goalpara, Barpeta, Nalbari, Kamrup (M), Kamrup (R), Morigaon, Nagaon and Hojai) are headed by Zonal Joint Directors, while in BTAD zone

with HQ at Kokrajhar (comprising districts of Kokrajhar, Baska, Chirang and Udalguri) is headed by Additional Director. They look after the overall zonal administration and developmental activities from district HQs of Jorhat, Sonitpur, Cachar, Kamrup (M) and Kokrajhar districts respectively.

The administration in every district is under the control of the District A.H. & Veterinary Officer who is assisted by Sub-divisional A.H. & Veterinary Officer (or equivalent) who look after the administration of the concerned districts and sub-divisions and are in turn work under the zonal Joint Directors.

The activity of the Veterinary Hospital, Dispensary, A.I. center, District poultry farms / Livestock farm etc is looked after by Veterinary Officers / Block Veterinary Officer / Manager and its equivalent cadre officer in each district and the First Aid centers and A.I. sub-centers are usually looked after by SVFA / VFA under the supervision of concerned Veterinary Officers / Block Veterinary Officer etc. under the overall control of District A.H. & Veterinary Officer or officer concerned for the projects. All the officers working within a district are reportable to the District A.H. & Veterinary Officer.

**OFFICERS WORKING IN
OTHER OFFICES (on
Deputation)**

The Departmental officers in the rank of Veterinary Officers and its equivalent rank are deputed to state Zoo as Pathologist, to GMC as Veterinary Officer, to Manas Tiger Project as Veterinary Officer. The Departmental Officers in the cadre of SDVO and its equivalent rank are deputed to Kaziranga National Park, 4th Assam Police Battalion, Kahilipara and Assam State Zoo as ADIO.

Besides, SDVO and its equivalent cadres are deputed as APO (Veterinary) as when service of the veterinary officers are sought by the P & RD Department, Assam.

1. APPOINTMENT:-

All the appointments in officer level are vested upon the appropriate Authority in the A.H. & Veterinary Department, Govt. of Assam.

Appointing Authority:-i) Gazetted Officer :

a) Appointment of Gazetted officers are made by appropriate Authority in the A.H. & Veterinary Department, Govt. of Assam as per recommendation of Assam Public Service Commission.

b) In certain justifiable cases, appointments can be considered under regulation 3 (E) and 3(f) of /APSC and AG by the Government of Assam. In such appointments, the concerned authority should invariably send a copy of appointment order/notification to the APSC and A.G. Assam and take immediate steps to regularize the appointment within the period of six months or 4 months, as the case may be in consultation with the APSC (if the vacancy against which the appointment has been made is likely to be beyond the specified period). The appointing authority should also take urgent steps forwarding advertisement for the post/posts to the commission as possible and remind the later before expiry of terms of appointment of persons appointed under the above mentioned regulation.

c) Officiating promoting under regulation 4 (d) for a period, which is likely to last for more than one year to a service, which comes under purview of the commission, should be regularized within a period of one year in consultation with commission after observing necessary formalities. The appointing authority should send a copy of orders of promotions to the Assam public service commission and Accountant General, Assam. (No.AAP. 195/59/42, dated 27-07-64).

d) All the Gazetted posts of the department (Except in sections like Engineering, Assistant Exhibition Officer (Non Tech), Statistics, Accounts and departmental Registers) must manned by persons who is a registered Veterinary Practitioner under Veterinary Council of India

ii) **Non Gazetted staff:**

The appointing authority is for non Gazetted staff is the Director, A.H & Veterinary Department. The posts of Veterinary Field Assistant must be filled with persons, who have successfully undergone at least one year certificate or diploma course of Veterinary Science. Other posts will have to be filled up observing prevailing state government policies and norms of appointment.

2. COUNTING OF INCREMENT:

All services under a time scale count for increments under 7th Assam Pay Commission, it has been decided that increments may be counted from the 1st of July each year. This will also include appointments made under regulation 3 (f).

2. (A).Indian Veterinary Practitioners Register :
(Extract from IVC act 1984)

2. (A)1. The Council shall as soon as may be after the commencement of this Act. Cause to be maintained in such form and in such manner as may be provided by regulations a register of veterinary practitioners to be known as the Indian Veterinary practitioners register which shall contain the name of all persons who possess the recognized veterinary qualifications and who are for the time being enrolled on a state veterinary register of the state to which this Act extends.

2. (A) 2. The Register of the Council will maintain the register as per rule laid down in the Act.

2. (A) 3. Such register shall be deemed to be public document within the meaning of the Indian Evidence Act 1872.

2. (A) 4. Each state Veterinary Council shall furnish to be council six printed copies of the state Veterinary register as soon as may be after the 1st day of April each year. Additions and deductions have to be intimated to veterinary council from time to time.

2. (A) 5. The Registrar of the Council may, on receipt of the report of registration of a person in a State Veterinary register or on an application made in such form enter his name in the Indian Veterinary practitioner's register.

2. (A) 6. Every person registered in the Indian Veterinary practitioners register shall intimate transfer of the place of his residence or practice to the council and the State Veterinary Council within ninety days of such transfer,

failing which his right to be participate in the election of members of the Council or a State Veterinary Council shall be liable to be forfeited by order of the Central Government.

2. (B). PRIVILEGES OF REGISTERED VETERINARY PRACTITIONERS :

(Extract from IVC act, 1984).

2. (B) 1. Subject to the condition and restriction laid down in this Act every person whose name is for the time being born on the Indian Veterinary practitioners register shall be entitled according to his qualifications to practice as a veterinary practitioner and to recover in due course of law in respect of such practice any expenses charge in respect of medicaments and other appliances or any fees to which he may be entitled.

2. (B) 2. No person, other than a Veterinary practitioner, shall -

a) Hold office as Veterinary Physician or surgeon or any other like office (by whatever name called) in Govt. or in any institution maintained by a local or other authority.

b) Practice Veterinary medicine in any state –

provided that the state govt. may by order permit a person holding a diploma or certificate of veterinary supervisor, stockman or stock assistant (by whatever name called) issued by Directorate of A.H. (by whatever name called) of any state or any veterinary institution in India to render under the supervision and direction of a registered veterinary practitioner, minor veterinary services.

Explanation :- **‘Minor veterinary services’ means the rendering of preliminary Veterinary aid, like vaccination, castration and dressing of wounds and other types of preliminary aid or the treatment of such ailments as the state govt. may by notification in the official gazette specify in this behalf. (sec. 30)**

c) Be entitled to sign or authenticate a veterinary health certificate or any other certificate required by any law to be signed or authenticated by a duly qualified veterinary practitioner.

d) Be entitled to give evidence at any inquest or in any court of law as an expert under section 45 of the Indian Evidence Act, 1972 on any matter relating in veterinary medicines.

2.(B) 3. The Council may be regulations specify standard of professional conduct and etiquette and a code of ethics for veterinary practitioners.

3. CATEGORIZATION OF POST OF VETERINARY OFFICERS :

On the basis of length of service, in Veterinary Hospitals, Dispensaries, ICDP Centre etc. concerned incumbent’s viz. Veterinary Officers and equivalent posts will be eligible to hold posts in categories described below:

| Category | Eligibility | Designated Posts |
|----------|--|---|
| A | All VOs who have completed a minimum of 10 years continuous service in the department. | 1. All posts of Guwahati Municipality Area. 2. All posts of District Head Quarter. 3. All posts of Sub-divisional H.Q. excluding Majuli /Jonai/ Sapakhowa/South Salmara |
| B | All VOs who have completed a minimum of 5 years continuous service in the department. | 1. All posts of Subdivisional HQ of Majuli/ Jonai/ Sapakhowa/ South Salmara 2. All posts of Town Committee/Municipality Area of Assam excluding Guwahati |
| C | All veterinary officers irrespective of service experience | 3. All other posts excluding the category A & B |

4. Transfer: (Policy of transfer).

The transfer and posting of the officers, Para vets and other staff of the department will be affected in pursuance of M.O. No. ABP 116/01/7, 22nd May 2002 and MR. Nos. ABP 40/91/117 dated 19-4-1992 and ABP 116/01/4 dated. 4-2-2002 or any modifications thereof.

Transfer of Gazetted Officers

1. Transfer of Gazetted officers of the Department can only be made by the concerned authority of the state Government on recommendation of the Director. While proceeding on transfer all Gazetted officers shall sign a certificate of transfer of charges in Assam Schedule -III (Sec. -1) Form No. 81, which should be sent to Treasury Officer, Accountant General Assam, Secretary to the Government of Assam, Veterinary Department, Director Animal Husbandry and Veterinary department etc.

2. The Director is the authority of transfer of the members of the subordinate and other non Gazetted services.

3. The Zonal Joint Directors can transfer the officials of subordinate and other non Gazetted services within their jurisdiction.

4. The District A.H. & Veterinary officers/Schematic Deputy Directors/ Sub divisional A.H. & Veterinary officers and equivalent rank / Veterinary Officers etc. may however, transfer the staff working under them from one place to another within their jurisdiction, but such transfer should be restricted to cases where they are absolutely necessary in the interest of public service. Transfer of staff, other than peons and manuals ordered by such officers should at once be reported to the Director / Zonal Joint Director for final approval.

Note: In transferring the staff, private convenience of officers should not override the public interest. Real and effective endeavour should be made to eliminate all avoidable transfers, especially transfer over long distances. Transfers in the middle of the year should be avoided as far as practicable.

Periodical transfer:-

1. Veterinary officers in different rank and cadre are subject to periodical transfers, the period of stay at any one station not ordinarily exceeding three years except in special cases, where it may for reasons to be recorded in writing be extended up to a limit of five years.

2. The specialized Veterinary officers working in the Veterinary Biologicals, Research Institutes and Laboratories may, as a special case, and if necessary be retained for a period of more than five years with the prior consent of the Director. Categorization of posts as defined in serial (3) above will not be applicable for these posts. A clearly defined and definitely stated reasons of competence, aptitude and capacity has to be obtained for retaining any Veterinary Officers in such institutes beyond five years and that should be reviewed every two years thereafter. Posting by transfer of Veterinary Officers in these institutes may be made with persons having specialized qualification in the relevant field.

3. In case of ministerial servants in the A.H. & Veterinary Department, the time limit of general transfer will be five years. No transfer of peons and other grade-IV servants employed in the department need be made at any periodical intervals and they may be retained in the same station without any time limit.

4. Transfer of subordinate staff are made by the Directorate should be given effect immediately. No effort should be made by the controlling officers to get any particular transfer delayed, or cancelled, except for strong and convincing reasons, which should be reported to the Director immediately on receipt of the transfer order.

5. Application for leave from officers/ staff on transfer without a genuine or valid reason(s) may lead to disciplinary action against the concerned Government servant(s).

**TRANSFER
CHARGES:-**

- OF**
1. The officer under order of transfer should leave his station only after handing over the charge of his office to the relieving officer, unless it is otherwise stated in the transfer order.
 2. The relieving officer should provide intimation, to the officer to be relieved, of the probable date of his arrival at the new station enabling the latter, to get ready for handing over charge without delay.
 3. Handing over and taking over of Charges of an office should not ordinarily be assumed on a Sunday or Public Holiday.
 4. The relieving officer will submit the transfer of charge certificate in the prescribed format signed both by himself and the relieved officer to the controlling officer concerned.
 5. The relieved officer should furnish his communication address during signing of the transfer of charge certificate.
 6. A relieving officer should verify the stock of articles and stores, all relevant registers, entry in registers, cash book (if applicable) etc. and certify as to the correctness of the records and stocks taken over. This

certificate should be submitted along with the transfer of charge certificate to the controlling officer.

JOINING TIME:-

1. A specified period of joining time is granted to an officer from the date of transfer till he assumes charge of a new office. The period of joining time will be governed by existing rules of the Government of Assam.
2. The date of assuming charge of an office will be the date on which the certificate of transfer of charge has been signed by both the relieving and relieved officers.
3. Ordinarily the transfer should be completed before the expiry of the joining time admissible under the rules and it is the duty of the officer transferred to arrive at the new station in time to complete the transfer within the joining time.
4. In cases, in which the transfer of charge is not completed within the period of joining time admissible, the relieving officer will be considered to have exceeded his joining time, and the period so exceeded may be treated as leave. The pay, allowances in such cases will have to be regularized observing laid down norms of Govt. of Assam. In no case can two officers draw pay in respect of the same post for the same period.
5. The joining time pay and allowance for relieving officer will be drawn in his previous place of posting while that of the relieved officer will be drawn in his new place of posting.
6. Govt. servant may be granted the necessary regular leave by the competent authority as per the leave rules admissible even if the transfer is at his own request to cover the period after handing over charge and before taking over charge at new place of posting, if the Govt. servant applies for it and the competent authority willing to sanction it.
7. All public holidays & Sundays will also counted as days for computing the joining period.
8. By whatever route a Govt. servant actually travels, his joining time shall unless the competent authority for special reasons otherwise orders, be calculated by the recognized route which travelers ordinarily use. If a Govt. servant is authorized to make overcharge of a post elsewhere than as its headquarters, his joining time shall be calculated from the place at which he makes overcharge.
9. No second period of six days for preparation is admissible, even if there is subsequent modification of transfer order.
10. If a Govt. servant takes leave while in transit from one post to another, the period which has lapsed since he handed over charge of his old post should be included in his leave, unless the leave taken is on medical certificate, in the later case he may be allowed the joining time calculated for the journey from his old station to the place to which he has proceeded on his route to the new station.
11. Not more than one day is allowed to a Govt. servant in order to join in a new post when the appointment to such post does not necessarily

involve a change of residence from one station to another. Any holiday will also be counted as a day for the purpose of this rule.

12. A competent authority may in any case extend the joining time admissible under these provided that the general spirit of the rules is observed.

Note: If a Govt. servant is transferred from one post to another but the transfer order is subsequently cancelled after he has handed over charge of his old post but before he could take charge of the new post, the period of intervention between the date of handing over charge of the old post and taking over charge of the same post or any other post later on account of cancellation of transfer order should be treated as joining time. This takes effect from the date of issue of orders.

5.INCREMENT:

An increment shall ordinarily be drawn as a matter of course unless it was withheld. An increment may be withheld from a government servant by state government or by any authority to whom the state government may delegate this power. In ordering with holding of an increment, the withholding authority shall state the period for which it is withheld and whether the postponement shall ban the effect of postponing future increments (F.R. 24)

5.1. COUNTING OF INCREMENTS:-

a. All duty in a post on a time scale counts for increments in that scale. Provided that for the purpose of arriving at the date of next increment in that time scale, the total of such periods as do not count for increments in that time scale shall be added to the normal date of increment. (F.R.26)

b (1). Service in another post, whether in a substantive or officiating capacity, service on deputation out of India and leave other than extraordinary leave shall counts for increments in the time scale applicable to the post on which the Govt. servant holds a lien, as well as in the time scale applicable to the post, if any, on which he would hold a lien had his lien not been suspended. (F.R.26)

b (2). All leave other than extraordinary leave and the period of deputation out of India shall count for increment in the time scale applicable to a post in which a Govt. servant was officiating at the time he proceeded on leave or deputation out of India and would have continued to officiate but for his proceeding on leave or deputation out of India.

Provided that the Govt. may in any case in which he is satisfied that extraordinary leave was taken on account of illness or for any other case beyond the Govt. servant's control or for prosecuting higher scientific and technical studies, direct that extraordinary leave shall be counted for increments under CL.(1)or(2) (F.R.26)

c. If a Govt. servant while officiating in a post or holding a temporary post on a time scale of pay is appointed to officiate in a higher post to hold a temporary post, his officiating or temporary service in the higher post shall, if he is re-appointed to the lower post or appointed or re-appointed to the post, on the same time scale of pay, counts for increments in the time scale to

such lower post. The period of officiating service in the higher post which counts for increment in the lower post is, however restricted to the period during which Govt. servant would have officiate in the lower post but for his appointment to higher post. This clause applies also to Govt. servant who is not actually officiating in the lower post at the time of his appointment to the higher post but who would have so officiated in such lower post on the same time scale of pay had he not been appointed to the higher post. (F.R.26 c)

6.EFFICIENCY BAR (EB): **6(1).**Where an efficiency bar is prescribed in a time scale the increment next above the bar shall not be allowed to a government servant without the specific sanction of the authority empowered to withheld increments under F.R. 24 or relevant disciplinary rules applicable to the government servant or any other authority whom the governor may, by general or special order authority on this behalf

6(2).EFFICIENCY BAR (E.B.): *Crossing of efficiency bar - special report*

(i) A month before the date of which an officer is due to cross the efficiency bar, the officer under whom he is working should send a special report through his superior for the year preceding the date on which the officer is due to cross the bar. The criteria for crossing the efficiency bar is:-

a) That the officer must worked during the year at the end of which he is to cross the efficiency bar satisfactorily and to the best of his ability.

b) That his integrity during that year has not been in question.

(ii) If an officer is regarded unfit to cross the efficiency bar on one occasion his case must be considered again at the end of another year and above criteria applied to his work during that year. (No. AAP.29/51, dated 26/02/51, 181/60/46 dated 18/05/66).

6(3).INTIMATION FOR CROSSING EFFICIENCY BAR:

Officers/Govt. Servant concerned should intimate their immediate superior two or three months in advance of the due date so that all formalities can be completed before or shortly after the due date. (No.AAP. 181/60/24, dated 11/01/61)

7. PROMOTION:

Promotion to the Veterinary Officers borne in A.H. &Veterinary Service will be effective as per provision of Assam Animal Husbandry & Veterinary Service Rule 1988 (Amended 1997). Director of the department will send proposal to the Government showing vacant post in different promotional cadre post falling in a calendar year for completion of procedures related to promotion.

Promotion of non-gazatted staff of the department will be effective as per provision of the departmental rules/service rule meant for non-gazatted staff and on the basis of merit cum seniority counted from their joining time.

8. LEAVE:

Leave cannot be claimed as of right. When the exigencies of public service as require discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it. (F.R.67)

8.1. CASUAL LEAVE:

Casual leave is not recognized by the regulations and an officer absent on Casual leave is not treated as absent from duty. Govt. will make no arrangement to occupy the place of officers absent on such leave. The officer granting the leave and the officer taking it will be held responsible if public service suffers in any way from the absence of the officer on Casual leave, (Para 246 of Executive Manual, *Sub Rules for grant of Casual leave*).

8.2. COMBINATION OF CASUAL LEAVE WITH OTHER KINDS OF LEAVE:

Casual leave may not be combined with any other kind of leave and may not extend to more than 12 consecutive days and more than 12 days in one calendar year. The Sundays and gazetted holidays which precede a period of Casual leave or come at the end of the Casual leave may be permitted to both prefixed and suffixed as the case may be to a single spell of Casual leave without counting as part of Casual leave. (AAP. 125/60/147 dated 3.8.67)

8.3. Casual leave should only be granted for adequate reasons. The concession of Casual leave must not be converted into an unauthorized system of privilege level.

8.4 An officer who takes Casual leave when on tour is not entitled to draw D. A. during such leave.

8.5. The officers empowered to grant Casual leave to their subordinates may also grant to those subordinates leave of absence during holidays. In all cases in which the officer asking for Casual leave or for leave of absence during holidays desires to absent himself from the jurisdiction of the officer empowered to grant the request, this fact should be clearly stated in application.

8.6. Every authority, which grants Casual leave, shall have a register of such leave to be maintained. The registered should be regularly examined by Inspecting officer. (Extracts from Executive Manual, Hand Book of General Circular, Vol.I, 1995).

8.7. Casual leave account of a Govt. servant A.H. & Veterinary Department will be transferred from one establishment to another along with his transfer.

8.8. Casual leave to govt. employee under A.H. & Veterinary Department

8.9. SPECIAL CASUAL LEAVE:-

The only enabling provision for granting such leave is the provision to rule 246(2) of the Assam Executive Manual which reads as follows :-

“Government, Commissioners & Head of Departments may in exceptional case allow a departure from this rule or part thereof recording reasons for such relaxation. (No.AAP. 125/60/Pt.1/7 dated 15.12.1967.)

Leave other than C.L. will be as per provision of SR/FR, Assam, and Meghalaya.

| Sl. No | Designation of the Govt. Servant | Granting Authority |
|--------|--|---|
| 1 | Director, A.H. & Veterinary Department Assam | Commissioner & Secretary to the Govt. of Assam, A.H. & Veterinary Department, Dispur. |
| 2 | Additional Director | Director, A.H. & Veterinary Deptt |
| 3 | Joint Director | Director, A.H. & Veterinary Deptt |
| 4 | Deputy Director & Dist. Veterinary Officer | Joint director of respective Zone, Deputy Commissioner to be informed in case of D.V.O. |
| 5 | Assistant Director | Deputy Director of the Schematic head. |
| 6 | S.D.V.O. / post of equivalent rank | DVO in case of S.D.V.O., SDO (civil) will be informed. In case of other equivalent post, under whom he is directly placed/ Schematic Assistant Director |
| 7 | V.O. and its equivalent rank | Dist. Veterinary Officer / SDVO |
| 8 | VFA/SVFA/LI | Concerned Veterinary Officers and its equivalent rank under whom he is directly placed. |
| 9 | Peon/ Chowkider | Concerned controlling Officer. viz. DVO/ SDVO/ Veterinary Officers and its equivalent rank |
| 10 | Ministerial Staff | Concerned controlling Officer |

10. PENALTIES:

Warnings:- The fact that a mere informal warning cannot be equated to a formal censure, should not however be taken as tantamount to suggesting that a written warning may be freely given without caring whether or not it is really justified. It is a matter of simple natural justice that written warnings, reprimands etc. should not be administered or placed on officer's confidential record unless authority doing so is satisfied that there is good and sufficient reason to do so. (No. ABP. 15/57/30, dated 18.5.1959)

Discipline and Appeal: - Rules regarding discipline & appeal applicable to the Govt. servant are laid down in Assam Services Discipline and Appeal Rule, 1964. Some extracts of the said rules are:-

Nature of penalties: - The following penalties may for good and sufficient reasons and so here in after provided be imposed on a Govt. servant, namely —

- i) Censure
- ii) Withholding of increments or promotion.
- iii) Recovery from pay of whole or part of any pecuniary loss caused by negligence or breach of orders of the Govt. of Assam or the Central Govt. or any State Govt. or any Local or other Authority to whom services of a Govt. servant had been lent.
- iv) Reduction to a lower service, grade or post or to a lower time scale or to a lower state in a time scale.
- v) Compulsory retirement.

- vi) Removal from service, which shall not be a disqualification for future employment.
- vii) Dismissal from services, which shall ordinarily be a disqualification for future employment. (Assam service Discipline & Appeal Rules, 1964, Rule-7)

Explanation:

The following shall not amount to a penalty within the meaning of this rule:-

- a) Withholding of increments of a Government servant for failure to pass a departmental examination or non successfully undergo training prescribed in accordance with the rules or orders Governing the service or post of the terms of his appointment.
- b) Stoppage of a Govt. servant at an efficiency bar in the time-scale on the ground of his unfitness to cross the bar.
- c) Non-promotion whether in a substantive or officiating capacity of a Govt. servant, after due consideration of his case to a service grade or post for promotion to which he is eligible.
- d) Reversion to a lower service grade or post of a govt. servant officiating in a higher service grade or post on the ground that he is considered, after trail, to be unsuitable for such higher service, grade or post or administrative grounds unconnected with his conduct.
- e) Reservation to his permanent service, grade on post of a govt. servant appointed on probation to another service, grade on post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing probation.
- f) Compulsory retirement of a govt. servant after completion of 25 years qualifying service or 30 years qualifying service as the case may be under the provision of Articles -103, 104 of Assam pension Manual end Rule 1 (2) of section 1 of the Assam Liberalized pension Rule.

11.TERMINATION OF THE SERVICE:

- i. Of a govt. servant appointed on probation during or at the end of the period on probation, in accordance with the terms of his appointment or the rules and orders governing probation.
- ii. Of a govt. servant employed under an agreement in accordance with the terms of such agreement.
- iii. Of a govt. servant whose terms of appointment provides for termination of service by either party giving notice for a special period.
- iv. Of a govt. servant in whose case the appointment is expressly stated to be on temporary basis end to have been sanctioned until further orders and it is also provided that his service may be ternate at any time without notice.

Major penalties:

If the disciplinary authority having regard to its findings on the charges and on the basis of evidence adduced during the ongoing, is of the opining

that any of the penalties specified in clauses (IV) to (VII) of rule 7 should be imposed on the govt. servant it shall make an order imposing such penal and it shall not necessary to give the govt. servant any opportunity of making representation on the penalty proposed to be imposed.

Proposed that in every case where it is necessary to consult the commission the record of inquiry shall be forwarded by the disciplinary authority to the commission for its advice and such advice shall be taken in to consideration before making an order imposing any such penalty on the govt. servant. (No. APB III-80/I, dated 28-3-1980)

Minor penalties:

If the disciplinary authority having regard to its findings on charges is of the opinion that any of the penalties specified in clauses (i) to (iii) of rule 7 should be imposed, it shall pass appropriate orders and in every case in which it is necessary to consult the commissioner, shall do so, after consulting the commission. (Assam service & discipline Rule 9, 1964) Sub-rule 10811

Appeal:

Orders made by an authority is appeal able every govt. servant shall be entitled to appeal as here in after provided against an order passed by an authority –

a) Placing him under suspension under Rule-6.

b) Imposing upon him any of the penalties specified in Rule-7. (Assam service discipline and appeal Rules, 13, 1964)

Submission of appeals:

Every appeal shall be submitted to the authority, which made the order appealed against and in the case of serving officer through the head of the office in which the appellant is serving for the time being.

Provided that a copy of appeal may be submitted direct to the appellate authority.

(Assam services discipline and appeal rule (19), 1964.

12. APPOINTMENT OF ENQUIRY OFFICER AND DUTY OF ENQUIRY OFFICER

1. Enquiry Officer is an Officer who is specially authorized by Govt. or any other Authority competent so to authorize to hold Departmental inquiry against a Govt. servant.

2. The enquiry Officer (EO) may call for reports statements and other information as may be necessary from any Department/Office for the purpose of conducting the inquiry.

3. The Disciplinary authority should cause to render all assistance to EO that may be necessary for conduction the inquiry.

4. While the State EO may be appointed by the Disciplinary authority as the Inquiring Officer in all cases of departmental proceedings against the Gazetted Officer up to the rank of Joint Head of Department. It is of course not obligatory to appoint him as the EO in all cases. Only in cases where a major penalty namely dismissal and removal from service, compulsory retirement and reduction in rank any pay, as laid down in Sub-rules (IV & VII) of the Assam Services (Discipline appeal) Rules 1964 is aimed at and also in

cases in which the officer, proceeded against, are placed under suspension, the State Inquiry Officer should invariably be appointed as the EO.

5. The status of State Inquiry Officer is equivalent to that of a head of Department

6. The inquiring authority doing inquiry will consider the entire relevant documentary evidences and take all relevant oral evidences. The Govt. servant proceeded against, will be entitled to cross-examine witness examine in support of the charges and to give evidence in person and adduce documentary evidence and witness in his defence. If the Enquiring Authority decline to examine any witness or to admit any document in evidence on the ground that his evidence or such document is not relevant or material it will have to record its reasons in writing.

7. At the conclusion of the Inquiry, the Inquiring Authority (Disciplinary authority if he himself holds the inquiry) will prepare a report of the inquiry recording, its findings, in respect of each of the charges and furnish reason therefore.

The record of Inquiry will include :

- i. The charges framed against the Govt. servant and the state out of allegations as furnished to him.
- ii. The Govt. servant written statement of defence if any.
- iii. The Oral evidence taken in course of the inquiry.
- iv. The documentary evidence considered in the course of inquiry.
- v. The orders if any made by the disciplinary authority and the inquiry authority in regard to the inquiry.
- vi. A report setting out the findings on each charge and the reason therefore.

8. The disciplinary authority will consider the record of inquiry and record of findings on each charge (if the inquiry is not held by disciplinary authority).

9. Under Rules 9 (10) of the Assam Services (Disciplinary and Appeal) Rules 1964 a copy of report of the incurring authority should be furnished to the delinquent govt. servant if in the order of the disciplinary authority a major punishment, copy of the report of the incurring authority need not be supplied to the delinquent official after imposition of the punishment. If the delinquent official after imposition of were to preference appeal at this stage, may require the findings of the inquiring authority for the purpose of preparing an appeal. In such circumstances there may be no objection to give him a copy of the inquiry report.

13. SERVICE BOOK

A. Gazetted govt. servants:

A record of the service of each gazetted govt. servant is maintained by the Audit officer who usually audits his pay or who accounts for the contributions recovered from the foreign employer in case of a govt. servant sent to Foreign Service.

1) Service Cards of the gazetted officers will be printed and maintained by the Accountant General. The maintenance of service cards shall be subject to periodical scrutiny by the officers and service cards will be maintained by the Audit officer, extracts of which will be sent to the concerned officers and Head of Departments once in five years invariably.

B. Non-Gazetted Govt. Servants:

Service book in fundamental rule form No. 15 (1962) shall be maintained for every non-gazetted government servant in superior service at his own cost as soon as he is regarded as selected for admission to a government service.

1. In case of last grade servants and manual establishment paid from contingencies service rolls, which are supplied at the expense of govt. should be maintained.

2. Opening entries and Finger prints: Non-gazetted govt. servant soon after his first appointment shall purchase a service book till the necessary particulars and keep it ready for the opening entries being completed, by the controlling officer, the controlling officer shall as soon as possible obtain the fingers and thumb impression and signature of the subordinate in the respective column of the book in his presence and attest with the following certificate.

“Certificate that the above finger prints have been taken in my presence and under my personal superintendence from the left hand of the individual whose services are entered in this book.”

3. Finger prints of the Govt. servants shall be obtained in the space provided for the purpose in the service book itself. The impressions shall not be taken on separate slip of paper and pasted to the service book.

4. Finger print apparatus:

5. Departmental officers are to be supplied with finger print apparatus of the following articles:

6. one with thick, one ordinary printer’ roller and a lieu printer’s ink. Each roller and shall must be thoroughly cleaned with Kerosene oil on each occasion after use, dried with a rag and keep away of dust.

7. In order to dominate related claims for the alteration of dates of births in the service Registers Government direct that such claims shall be preferred with the five years from the date of entry in to govt. services a departure being made only in every exceptional cases, where there is unimpeachable evidence and the delay in preferring the claims is satisfactorily explained.

8. Entries in the Service Book

1) The entries in page No. 2 and 3 of the service book shall be reviewed and re-attested at least once in every five years and the signature in column (8&9) shall be dated.

2) Fingerprints shall be reviewed once in five years in the front page of the service book of the IV grade servants.

9. The following instructions shall be carefully observed in maintaining the service books:

- i) Any special test passed by a govt. servant shall be entered in the service book together with the number and date of notification publishing the result and the part and date of Assam Gazette notification.
- ii) Officiating and temporary service and leave taken prior to first substantive appointment to a permanent post shall also be recorded.
- iii) Personal certificates of character shall not be entered in the service book.
- iv) The manner in which the impression shall be taken is as follows.
- v) Squeeze a drop of ink on the plate and work it with the roller till it forms an even layer over the surface. The ink must be so thin as to allow the colour or the place to show through it.
- vi) Then take the little finger of the left hand roll the bulb slightly on the ink slab, and roll the ink finger again only from one end to the other in the space provided for it, in the service book and then remove the finger without smudging the pattern, do the same with each of the other fingers and thumb in succession so that ink print of them may be taken in the allotted spaces.
- vii). To afford clear scope for identification the whole of the finger (or thumb) between the tip and the first joint must be impressed.

Note - A drop of one or two of kerosene oil added to the ink makes it more fluid.

viii) Date of Birth:-

- a) The date of birth shall be verified with reference to authentic records available before entering it in the service book. In case of Govt. Servant, the year alone of whose birth is known but not the month and date first July shall be treated as the date of birth, when both the year and the month of birth are known but not exact date, the 16th of the month shall be treated as the date of birth.
- b) The date of birth entered in the service book of a non-gazetted Govt. Servant shall not be altered except in the case of a clerical error, without the orders of the Director.

ix). Substantive Punishment: When the Govt. Servant is terminated or when he is awarded any substantive punishment such as reduction, suspension, removal or dismissal the reasons for the same shall be recorded in brief.

x) Verification of Service: The Service Books in each office shall be taken up for verification in March every year and the controlling officer after satisfying himself about the correctness of the entries made therein, shall record a certificate as follows over his signature. The verification shall be in

respect of all service qualifying for pension whether permanent, provisional or temporary. Services verified up to 28/2/19 (date) from.....(pay bills) acquaintance rolls and similar records to be specified by reference to which the verification was made.

Officers who maintain service books shall furnish by the 1st week of March every year to the Directorate, a certificate in the following form:

“Certified that a service book has been maintained for every Govt. Servant that entries therein have been promptly made in accordance with the rules that the services of the Govt. Servants were verified in accordance with the rules and the fact of such verification recorded in the service books”.

xi) Custody of Service Books:

- a) Service Books and rolls of all subordinates shall be kept in the office of the controlling officer.
- b) The Service Book of non-gazetted officers, officiating in Gazetted appointments in this Department shall be sent to the Directorate immediately the officers are promoted, for being transmitted to the office of the Accountant General, Assam.
- c) When a Govt. Servant is transferred to another establishment of the Department, his Service Book shall be sent to the concerned controlling officer under whom he is transferred and shall not be handed over to the person transferred nor may be given to him when proceeding on leave.
- d) The controlling officer shall keep Service Books and roll of Govt. Servants sent to semi Govt. bodies.
- e) The Service Book may be given to a Govt. Servant only, when no pension is given to him on resignation or discharge without fault, on entry being first made therein to this effect or in the event of Govt. Servants services terminating by his death, to his relations on application should, no application he made within one year of the death of the Govt. Servant, the Service Book may be destroyed.

**13. CONFIDENTIAL
REPORTS PREPARATION
INSTRUCTIONS:**

The object of the Annual Confidential report is to assess as early as possible how far each officer is physically and morally suitable for his office, whether he is able to apply intelligently the law, rules, practices and procedure applying to the work with his charge his treatments of his subordinates, his behavior to his superiors and colleges in other departments and finally his relations with the public.

i) In respect of Gazetted officers, the report shall be written in prescribed forms.

ii) In respected of non Gazetted officers the report shall be made in prescribed form.

iii) In respect of other staff & employees form No. should be used. (Schedule II)

- a) The reports shall be written or typed by the officer himself, facilitate identification, the name of the officer writing the report may be written in block letters, his signature and his designation also indicated, in the cases of Gazetted Officer reports shall be prepared in duplicate, one copy of which will be retained by the head of the Department and the other by the Secretary to the Govt. of Assam, Veterinary Department
- b) Confidential report forms shall never be folded.
- c) Name and designation of officers must be given in full and exactly as in service book, gradation list.
- d) The reports will less otherwise specified be made out in the first instance by the immediate superior Gazetted Officer of the office reported and shall pass through channel of submission.

The officers under the Directorate will be recorded by the Addl. Director H.Q. and in respect of Addl. Director; his report will be recorded by the Director himself. In respect of Director, the Secy. to the Govt. of Assam Veterinary will record the ACR. Department ACR's of all the Zonal Joint Directors will be recorded by the Addl. Director H.Q.

- a. ACR's of all the Dist. A.H. & Veterinary Officers and schematic Deputy Director and equivalent rank officers will be recorded by the Zonal Joint Director. ACR's of Assistant Directors and sub-divisional A.H. & Veterinary Officers and equivalent rank will be recorded by Deputy Director and its equivalent rank. The ACR of Veterinary Officers and its equivalent posts will be recorded by Dist. A.H. & Veterinary officer. In the case of independent sub-division the ACR's of Veterinary Officers and its equivalent posts will be recorded by the sub-divisional A.H. & Veterinary Officer.
- b. The ACRs of S.V.F.A / V.F.A/S.M. the respective Veterinary Officers and its equivalent posts will record under whose control those employees will work.
- c. The SVFA/VFA attached with Dist. /Sub-division H.Q. will be recorded by the respective dist. / sub-divisional A.H & Veterinary officer. In respect of schematic sections the directions are given below:
- d. ACR's of officers and others staff at institute of Farm management Rani will be recorded by the Director of the institution.
- e. Director A.H. & Veterinary Department will record the A.C.R. of Director of IFM, Rani.
- f. A.C.R.s of officers and other staffs of the Institute of Veterinary Biological will be recorded by Jt. Director of the institution. The ACRs of the Jt. Director of the institute will be recorded by Addl. Director HQ.
- g. The ACRs of the Deputy Director AHC, Deputy Director, BCPP and the Deputy Director Epidemiology and Disease surveillance, Khanapara will

be recorded by the Jt. Director, Institute of Veterinary Biological, Khanapara.

- h. The officers and staffs below the Deputy Director, AHC, BCPP & Epidemiology and disease surveillance will be recorded by the Respective Deputy Directors.
- i. The ACRs of all the managers of Livestock Farms will be recorded by Dist. Veterinary Officer of the respective District.
- j. The ACRs of small and Medium Poultry Farm Managers will be recorded by the Deputy Director poultry.
- k. The respective Managers will record the subordinate staffs of the Livestock and Poultry Farms.
- l. Jt. Director ICDP HQ will record the ACRs of all the O/C ICDP.
- m. The subordinate officers i.e., Veterinary Officers and its equivalent posts and other staffs will be recorded by respective O/O ICDPs.
- n. Jt. Director F.S will record the ACRs of Deputy Director ICDP. Addl. Director will record the ACR's of Jt. Director FS.
- o. The ACRs of all other junior officers like FDO, RDEO, CDO, RAIOS and Veterinary Officers and its equivalent posts and other subordinate staffs in the office and field will be recorded by the Deputy Director, ICDP.
- p. The ACRs of subordinate officers/ staff of engineering section and statistical section will be recorded by concerned heads of the sections
- q. The ACRs of Executive Engineer and branch head of statistical wing will be recorded by the Director.

The Assam confidential rule 1964 will be taken in to consideration while recording/ reviewing the ACRs of the Veterinary Officers of the Department

13. PENSION

What is pension: The term pension can be best described as a monthly allowance that a retired Govt. servant receives in fulfillment of the terms and conditions lay down and after his death his family receives further subject to the terms and conditions as laid down.

The pensioner benefits include the gratuity and death-cum-retirement gratuity (G.D.R.G) paid in a lump. But it does not include the final payment of GPF, GIS, PLI etc. deducted from his pay as deposited in his service life.

Classification of pensions:

Pensions are of two kinds viz (a) Ordinary pensions & (b) Extra ordinary pension.

(a). Ordinary Pensions: It is divided into various classes :

- 1) **Superannuating pension:** A superannuating pension is granted to an officer entitled or compelled by rule to retire at a particular age (Rule-93).
- 2) **Retiring pension:** A retiring pension is granted to an officer who is permitted to retire after completing qualifying superior service for 20 years (Rule 96)

- 3) **Compensation pension:** Compensation pension is granted to an officer, if the officer is selected for discharge owing to the abolition of permanent post, when suitable appointment of equal rank cannot be found for him (Rule 69)
- 4) **Invalid pension:** An invalid pension awarded to officer, who by bodily or mental infirmity is permanently incapacitated for the public service for the particular breach of it to which he belongs (Rule 82).
- 5) **Family pension :** A family pension not exceeding the amount specified in sub-rule 92) of rule 137 and rule 142 may be granted to the family of an officer in the event of his death while in service or after retirement (Rule 137).
- 6) **Compulsory retirement pension:** An officer compulsorily retired from service as a penalty, may be granted by the authority competent to impose such penalty pension at the rate not less than $\frac{2}{3}$ and not more than full invalid pension (Rule 25).

b)Extra Ordinary Pension : Under the provision of Assam Services (Extra-ordinary pension) Rules 1963 a Govt. servant whether permanent or temporary who becomes disabled permanently while in service and if the disablement is due to wound, injury or disease which is attributable to Govt. service and remain aggravated thereby may be granted monthly pension.

Procedure :

With a view ensure completion of pension records and documents in time to avoid the possibility of any delay in commitment of pension, each head of Department and office, shall have a superannuation statement prepared on the 1st January in each year showing a list of each officer, gazetted or non-gazetted who will attain the age of superannuation in course of the next calendar year i.e. between 1st January to 31st Dec.

CHAPTER - II

Service Manual

Directorate of A. H. & Veterinary Department

General.

Cadre strength of A.H. & Veterinary Service

Cadre Strength

| | | |
|----|---|-----|
| 1. | Director | 1 |
| 2. | Addl. Director | 5 |
| 3. | Joint Director | 10 |
| 4. | Deputy Director/ D.V.O | 59 |
| 5. | Assistant Director | 52 |
| 6. | S.D.V.O & equivalent rank | 173 |
| 7. | Veterinary Officers and its equivalent rank | 703 |

1. LIST OF VETERINARY INSTITUTIONS

DIRECTORATE

: 01 No.

(Including Statistics Wings, Engineering Cell, Registrars' Office, Audit Branch, Law Cell, Establishment Section, Account Section, Veterinary Section, TSP & SCCP Section and Information wing.)

ZONAL OFFICES

: 06 Nos.

(Tezpur, Guwahati, Jorhat, Haflong, Kokrajhar and Silchar)

DISTRICT VETERINARY OFFICES

: 33 Nos.

SUB DIVISIONAL VETERINARY OFFICES

: 34 Nos.

HEALTH CARE & EXTENSION SERVICES :

| | | |
|----|-------------------------------|-----------|
| 1. | POLYCLINIC (Guwahati) | :01 No |
| 2. | HOSPITALS | :20 Nos. |
| 3. | STATE VETERINARY DISPENSARIES | :288 Nos. |
| 4. | BLOCK VETERINARY DISPENSARIES | :134 Nos. |
| 5. | LOCAL BOARD DISPENSARIES | :13 Nos. |

(Jorhat, Sivasagar, Nazira, Tinisukia, North Lakhimpur, Mongoldoi, Tongla, Bortola, Dhubri, Badalmari, Silchar, Patharkandi and Karimganj.)

| | | |
|----|--|---------|
| 6. | KEY VILLAGE CENTRE (DISPENSARIES) | :8 Nos. |
| | <i>(Barhampur, Rupahi, Kampur, Lanka, Moirabari, Saraibahi, Boko and Bhergaon)</i> | |

| | | |
|----|--------------------------------|-----------|
| 7. | VETERINARY SUB CENTRES | :767 Nos. |
| | VETERINARY FIRST AID CENTRES / | |
| | VETERINARY STOCKMAN CENTRES | |

| | | |
|---|--|-----------|
| 8 | TOTAL A. I. CENTERS | :1275 Nos |
| | <i>(Including Dispensary + Block Veterinary Dispensary + Veterinary Sub center + FAC + VSC)</i> | |

| | | |
|-----|---|-----------|
| 9 | INTENSIVE CATTLE DEVELOPMENT PROJECT | :11 Nos. |
| 10. | REGIONAL ARTIFICIAL INSEMINATION CENTRES | :26 Nos. |
| 11. | FROZEN SEMEN PRODUCTION CENTRES:(Barapetta) | : 01 Nos. |
| 12. | FROZEN SEMEN BANKS | : 15 Nos. |

LIVESTOCK FARMS:

| | | |
|-----|---|---------|
| 1. | BUFALLO BREEDING PROJECT (Barhampur); | 01 Nos. |
| 2. | BULL MOTHER FARM (Barapetta): | 01 Nos. |
| 3. | BULL REARING FARM, Kathiatoli | 01 Nos |
| 4. | FODDER FARMS: | 04 Nos. |
| 5. | POULTRY AND DUCK FARMS: | 22 Nos. |
| 6. | SHEEP AND GOAT FARMS: | 05 Nos. |
| 7. | PIG FARMS: | 16 Nos. |
| 8. | CATTLE FARMS: | 10 Nos. |
| 9. | ANIMAL HEALTH CENTRE : | 01 Nos. |
| 10. | DISEASE DIAGNOSTIC LABORATORIES | 15 Nos. |
| 11. | INSTITUTE OF VETERINARY BIOLOGICALS: | 01 Nos. |
| 12. | RINDERPEST ERADICATION PROGRAMME:(NPRE) | 01 Nos. |
| 13. | INTER STATE CHECK POSTS: (NPRE) | 06 Nos |
| | <i>(Jorabat, Dhola, Srirampur, Baxirhat, Jirighat, &N.C.Hills.)</i> | |
| 14. | VIGILANCE UNITS: (NPRE) | 08 Nos. |
| | <i>(Golaghat, Dibrugarh, Demow, Harmoti, Chariduar, Silchar, Guwahati&Kokrajhar.)</i> | |
| 15. | QUARANTINE STATIONS: | 02 Nos. |
| | <i>(Kumarikata&Ramphal Bill)</i> | |
| 16. | IMMUNE BELTS: | 02 Nos. |
| | <i>(Howli& South Salmara)</i> | |
| 17. | BOVINE CONTAGIOUS PLEURO-PNEUMONIA (BCPP): | 02 Nos. |
| | <i>(Guwahati & Azad, North Lakhimpur)</i> | |
| 18. | CHECK POSTS: (BCPP) | 07 Nos. |
| | <i>{Sikarighat, Nimatighat, Disangmukh, Dehingmukh, Howajan, Lohitmukh, Dapfalagarh}</i> | |
| 19. | VIGILANCE UNITS : (BCPP) (Majuli, Dhemaji) | 02 Nos |
| 20. | IMMUNE BELT (BCPP) (Kaliapani, Gelapukhuri, Kalabari) | 03 Nos. |
| 21. | PROJECT OFFICE (CRASH): | 07 Nos. |
| | <i>(Khanapara, Tezpur, Kokrajhar, Jorhat, Dibrugarh, Silchar& North Lakhimpur)</i> | |
| 22. | PROJECT OFFICE (SAHP) | 04 Nos. |
| | <i>(Diphu, Chenikuthi, Dubri, Nagaon)</i> | |
| 21. | CENTRAL VETERINARY STORE | 01 Nos. |
| 22. | REGIONAL FEED TESTING LABORATORY: | 01 Nos. |
| | <i>(Khanapara)</i> | |
| 23. | CATTLE NUTRITION SCHEME : | 01 Nos. |
| | <i>(Physiological Chemist, Khanapara& Field Analytical Laboratory, Khanapara)</i> | |

| | |
|---|---------|
| 24. OFFICER'S TRAINING INSTITUTE (OTI) Khanapara | 01 Nos. |
| 25. REGIONAL INSTITUTE OF LIVESTOCK ENTREPRENEURSHIP MANAGEMENT(RILEM), RANI. | 01 Nos. |
| 26. SCHOOL OF VETERINARY SCIENCE, (Ghungoor&Nalbari) | 02 Nos |
| 27. VOCATIONAL TRAINING CENTER, (Dalgaon, Salchapra,Dima Hasao) | 03 Nos |
| 28. ASSAM LIVESTOCK DEVELOPMENT AGENCY (ALDA) | 01 Nos |

| | |
|----------------------------------|------------------|
| TOTAL Nos.OF INSTITUTIONS | 2480 Nos. |
|----------------------------------|------------------|

JOB CHART

A. DIRECTOR

Director of A. H. & Veterinary Department is in overall charge of the Department, renders technical advice to the Govt. and assists other Organizations in various matters relating to A. H. & Veterinary Service. He is also responsible for proper Planning and Development of the Departmental activities. In discharge of his duties he is assisted by the officers in respective fields at the head-quarter.

The Director A. H. & Veterinary by virtue of his membership in the Board of Management of the Assam Agriculture University looks into the functioning of the Assam Agriculture University with special reference to the Veterinary Education, Research and Extension.

By virtue of Ex.-Officio is Membership, he is to look after the Veterinary Council Act and regulation vis-a -vis of Assam Veterinary Council. His day to day work programme includes:

1. Policy formulation relation to A. H. & Veterinary activities of the state.
2. Finalization of all developmental schemes for implementation in the state.
3. To render over all technical guidance to the officers in charges of the different scheme sections.
4. To attend meeting conference held within and outside the State where his presence is essential.
5. To exercise control over the expenditure and the budget of the Department
6. Maintenance of discipline in the Department including appointment, transfer, confidential report etc. of staff.
7. To undertake tour and inspection work at least 10 (ten) days a month within the state.
8. Promotion of special study and Research, inquiry surveys and statistics relating of A.H. & Veterinary sector
9. Co-ordination and determination of standards in institutions for higher education / training etc. or Research in A. H. & Veterinary
10. Management of Scientific and Technical Institution pertaining to A. H. & Veterinary
11. Act as the controlling authority in respect of all expenditure relation to the Directorate of A. H. & Veterinary Assam with the responsibility regarding verification of expenditure on such schemes will rest on him.
12. Will be responsible for submission of Annual Establishment Returns of the Directorate of A.H. & Veterinary Assam to the appropriate authority.
13. Will hold quarterly meeting of the Additional Directors, Joint Directors of the department to review the physical and financial progress of different schemes and projects implemented in Assam.

**B. ADDITIONAL
DIRECTOR
B.1. Additional
Director (H.Q.)
Guwahati**

Shall remain responsible for discharging the day to day business of the Directorate of A.H. & Veterinary and also assist the Director in all aspects therewith and in Particular:

- a. Activities relating to General Administration and overall planning (plan and Non plan). Will be responsible for total administration of the Directorate's staff as well as the subordinate's staff.
- b. Will hold annual planning meeting for finalization of activities of the department to be undertaken in next financial year with different schematic heads and planning officer in the month of August.
- c. Will hold quarterly meeting of the different schematic heads to review physical and financial progress of the state and central sector schemes and report to the Director.
- d. In the absence of the Director, he will remain in charge of the Director.
- e. The matters relating to inter-zonal transfer of subordinate staff Viz. Livestock Inspector, S.V.F.A., V.F.A., Grade-III and Grade-IV etc. will have to be disposed off by him directly unless specific approval is required from the Director. In case of Inter Dist. transfer, Matters of Establishment Branch of the Directorate relating to appointment of Veterinary Officer/S.D.V.O./D.V.O./ Joint Director will be routed through the Additional Director (HQ) to the Director.
- f. Matters related to appointments of VFA, Grade-III, Grade-IV etc.
- g. Matters of the planning section/Establishment/Veterinary/Livestock/Veterinary Information Officer concerning to approval and sanction be routed through the Addl. Director (HQ) to the Director.
- h. Additional Director will look after the Animal Disease control program (G.O.I./E.E.C./G.O.A.) and all matters relating to
 - B. C. P. P. Scheme
 - Rinderpest eradication scheme
 - Sterility/Infertility.
 - Central Veterinary Store.
 - Assam Livestock & Poultry Corporation Ltd. (ALPCO)
 - West Assam Milk Co-operative Milk Union Ltd. (WAMUL)
 - National Livestock Mission
- i. Additional Director (HQ) will also take care all matters relating to:-
 1. Lok Sabha.
 2. Bidhan Sabha.
 3. Public Accounts Committee.
 4. Controller & Auditor General.

B.2 Additional Director (SAHP)

Additional Director (SAHP) will be responsible for successful planning, development and implementation of the production based programs of livestock, poultry and fodder.

Will look after the wild life sectors (development and research) and will keep liaison with the Department of Panchayat & Rural Development, Social Welfare Department, Department of Fishery, Corporate bodies, Department of Dairy Development or any other like Departments extending livestock and poultry production programs. Will also plan, develop and execute the employment generation schemes. In addition he will also look after the G.O.I./External Aided Schemes on Livestock & poultry Production.

The Additional Director (SAHP) will specifically look after the following:

1. Review of reports submitted to the Director by various schemes, projects, farms etc. through the monitoring cell of the department and activities of the monitoring cell
2. All Govt. Livestock & Poultry Farms.
2. All Gosalas.
3. All Slaughter House (s) Meat Processing plants.
4. All Feed Mills/Feed Processing plants.
5. D.R.D.A, poverty elevated/ SHG/ family oriented programmes relating to livestock and poultry & Fodder.
6. National Water shed development Project for rain fed areas (NWDVPRA), G.O.I. Schemes Nodal Department, Agriculture., Assam.
7. Institute of Veterinary Biologicals
8. Animal Health Centre/ NERDDL
9. Disease Diagnostic Laboratories of the Department
10. Family oriented Programs under TSP/SCP/General.

Files relating to the above areas be channelized through the Additional Director (SAHP) to the Director, Veterinary. Additional Director will hold quarterly meeting of the above mentioned schematic heads to review the physical and financial progress of different schemes and projects etc and report to the Director.

B.3. Addl. Director (Hills) Haflong.

Addl. Director (Hills) is responsible for formulating and implementing the different schemes relation to the hills districts of the state. He is to execute the activities of the hill areas except the policy matters arise are to be finalized in consultation with the DVD, Assam.

The Basic jobs of the Addl. Director (Hills) are as follows:

1. Livestock & Poultry development formulation relating to A.H & Veterinary activities in the hill areas in consultation with D. V. D. Assam.
2. To render technical guidance to the officers in charge of different schemes.
3. To attend meetings / conferences with the state veterinary authorities and others.

4. To monitor and evaluate the progress of implementation of the different schemes.
5. To exercise control over the budget of the hill areas.
6. Will hold quarterly meeting of the DVOs of constituent districts and livestock/ poultry farm managers to review the progress of different schemes and projects etc and report to the Director.
7. Establishment matters (appointment /transfer/ leave etc) relating to ministerial staff.
8. Regarding transfer and posting of gazzeted officers he is to submit proposal to the Director.
9. A.C.R of all staff of the hill area.
10. Ensure submission of all reports /returns that are required to be submitted to D.V.D Assam at regular intervals.
10. Minimum days on tour- 10 days / within the hills area.

B.4. Director, Institute of Farm Management (I.F.M) (Rani), (Addl. Director)

The basic aim and object for the establishment of the I.F.M is for training the unemployed educated youth in the discipline of A.H.& Veterinary, Horticulture (Agri.) & Fisheries and farm economics with a aim for encouraging their self-employment (integrated farming systems and sustainable development) generation. The tasks of entrepreneurship development through Animal Husbandry activities related to women empowerment is also comes under this component. He will deal with all matters relating to

1. Veterinary extension service
2. Training of in-service staff, farmers both inside /outside the state.
3. Will also ensure the practical implementation of the training programs
4. Prepare training calendar
5. Prepare training manual
6. Will update the training topics of in service staff as per need and keep liaison with various schematic heads for amalgamation of all in service training programs of the department to be imparted through the institute
7. Will make field visits to various self-employment generation units encompassing Animal Husbandry activities
8. Monitor progress and for formulation of future strategies of improvement in regard to training and employment generation.
9. Prepare and submit annual budget for training and management of the institute and ensure optimal utilization of available resources
10. Will act as the overall administrator of the IFM Rani
11. Will look after affairs RELIM

B.5 Addl. Director (BTAD)

Addl. Director (BTAD) is responsible for formulating and implementing the different schemes relation to the BTAD districts of the state. He is to execute the activities of the BTAD areas. Policy matters if any are to be finalized in consultation with the DVD. Assam.

The Basic jobs of the Addl. Director. (BTAD) :

1. Livestock & Poultry development formulation relating to A.H & Veterinary activities in the areas in consultation with D. V. D. Assam.
2. To render technical guidance to the officers of different schemes in BTAD areas
3. To attend meetings / conferences with the state/ BTAD authorities etc.
4. To monitor and evaluate the progress of implementation of the different schemes.
5. To exercise control over the budget of the BTAD areas.
6. Will evaluate the disaster management plans of the districts in the month of February and will actively monitor all the activities needed to be carried out during disasters and keep liaison with the civil administration.
7. Will hold quarterly meeting of the DVOs of constituent districts and livestock/ poultry farm managers to review the progress of different schemes and projects etc and report to the Director.
8. Will review the overall functioning of the veterinary institutions including hospitals and dispensaries of the BTAD areas
9. Establishment matters (appointment /transfer/ leave etc) relating to ministerial staff.
10. Regarding transfer and posting of gazzeted officers he is to submit proposal to the Director.
11. A.C.R of all staff under him.
12. Review and ensure submission of all reports /returns that are required to be submitted to D.V.D Assam by respective district officers at regular intervals.

C. JOINT DIRECTORS

**C.1 Joint Director
(H.Q.) Guwahati.**

1. Will be responsible for performance, attendance, duties, discipline & work of all the employees of the office of the Directorate (III & IV grade employees).
2. All matters relating to appointment transfer, disciplinary action, proceeding of court cases, leave, public grievance, departmental grievances, quarter allotment and vehicles will be dealt by him.
3. Will be responsible for monitoring all developmental activities of the Animal Husbandry and Veterinary Sector.
4. Will assist Addl. Director (H.Q.) in all matters allotted to the Addl. Director (H.Q.)
5. All files relating to administrative matters will be routed through him to the Addl. Director (H.Q.)

**C.2 Joint Director Tribal
Sub Plan (T.S.P.),
Guwahati**

1. Will assist the Addl. D.V.D. (H.Q.) in all matters of planning (plan & Non-plan)

2. Will responsible for preparation of annual budget (plan & Non-plan) collecting & furnishing all required information/proposal documents/schemes check list to the Addl. DVD. (H.Q.).
3. Will be convener of annual planning meeting of the department and will communicate to all concerned officers with agenda of the meeting. The date, time and venue of the meeting have to be decided in consultation with the Addl. Director (H.Q.)
4. The Joint Director (T.S.P.) will function as immediate controlling officer at H.Q. relating to planning and all RTI matters.

Will be supported/assisted by:-

1. *Special Officer (Planning)* ,2.*Sr. F.A.O.*, 3. *Sr. Research Officer (Statistics)*,4. *Credit Planning officer (S.A.H.P)*, 5. *Livestock Census Officer* and6. *Assistant Director (Monitoring)* in planning and evaluation of schemes/ projects related to the department including TSP/ SCSP etc.

C.3: Joint Director Intensive Cattle Developmental Program (I.C.D.P.) , Guwahati

Joint Director I .C.D.P.(H.Q) Will look after all the field activities of the (livestock) cattle Development project / ARIASP(World bank) & assist the project Director (W.B.) in effective implementation of the field activities particularly F.S. Breeding/feeding, maintain fodder etc. training & Extension. Specifically:

1. Will scrutinize the progress report of different cattle development project and to suggest the measures of improvement / intervention.
2. Will assist the Director in drawing up technical work programme under different projects related to cattle/ buffalo development program
3. Work for formulation of strategies for preservation of indigenous germplasm.
4. Will look after all the matters relating A.I. activities in coordination with ALDA.
5. Will keep liaison with other private AI service providers
6. Will hold annual review meeting of the officers of ICDP
7. Will ensure implementation of cattle/ buffalo breeding program as per guidelines

C.4 Joint Director, Frozen Semen (F.S.), Khanapara

Joint Director F.S. will look after the production & progressing activities including keeping of A.I. Bulls in the frozen semen production station.

1. Will control the functioning of the Liquid Nitrogen plants.
2. Will responsible for storage & dispatch of the frozen semen straws and Liquid Nitrogengas to the field functionaries.
3. Will be the project Co-coordinator for the entire project related to frozen semen involving all districts in Assam.
4. Will be responsible for planning & execution, procuring of equipment installation of machinery, overall supervision of frozen semen production and supply to field unite and set as liaisons officer between different I.C.D.P.s in the area of operation.

**C.5. Joint Director
Animal Health
Administration (A.H.A.),
Guwahati**

1. Will look after the functioning of the Veterinary Hospital/Dispensaries/ First Aid Centre/Dist. Diagnostic Laboratory including the Animal Health Centre.
 2. Will be coordinating officer for "One Health" to keep liaison with other line department like Deptt. of Health and family Welfare, Department of Forest etc. and will work for control and containment of diseases of zoonotic importance apart from the works related to control of endemic/ exotic diseases of livestock and poultry.
 3. Will be coordinating officer for region specific schemes like NERDDL.
 4. Will be the designated officer for all the programs under disease reporting, surveillance, monitoring and control
 5. Will hold review meeting of the concerned officers at 6 monthly interval for reviewing the progress made for the tasks mentioned in sl 3
- Will be assisted by the Deputy Director (R.P.)/Deputy Director. B.C.P.P./Deputy Director (A.H.C.) in the prevention and control of livestock & poultry disease in the State.

**C.6. Joint Director BP
(I.V.B.), Khanapara**

Responsible for the production of vaccines to be used by the field functionaries.

1. Will be overall administrator of Institute of Veterinary Biological.
2. Responsible for formulating plans & programs for production/ procurement of various types of Veterinary vaccines in the institute and their supply to the D.V.O./S.D.V. O and to the schematic heads.
3. Responsible to keep liaison with the DVD, the veterinary Institutions, wild life health of forest deptt and neighboring states for disease prevention activities through vaccination etc.
4. Will act as a drawing officer of the institute and will be responsible for submitting the ACRs, expenditure statements etc. of the institute.
5. Will monitor the disease outbreak areas and will ensure proper and judicious use of the vaccines.
6. Will hold zone wise yearly meeting of the DVOs to review the progress made in animal health sector.

**C.7—C10. Joint Director
(Zone) (4 Nos)
(1) Guwahati, (2) Tezpur,
(3) Silchar, (4)
Jorhat**

Zonal Joint Directors will be overall administrator of the constituent district of the Zones. Duty and responsibility will include

1. Will look after all matters concerning to the development / planning and execution of the Animal Husbandry activities within the zone.
2. Will evaluate the disaster management plans of the districts in the month of February and will actively monitor all the activities needed to be carried out during disasters and keep liaison with the civil administration.
3. Will assess and communicate all matters concerning to the zonal districts to the DVD.

4. Is responsible for administrative and disciplinary matters of the constituent districts and empowered to transfer subordinate staff within the zone on disciplinary ground or due to inefficiency.
5. Will be the head of the Zonal construction committee.
6. Review and ensure submission of all reports /returns that are required to be submitted to D.V.D Assam by respective district officers / other units of the zone at regular intervals.
7. Monitor and evaluate the progress of implementation of the different schemes.
8. Will hold quarterly meeting of DVOs of constituent district to review the progress of state/ central schemes apart from other matters.
9. Will responsible for the overall implementation of schemes (both state and central sector) in physical and financial aspects.
10. Will review the overall functioning of the veterinary institutions including hospitals and dispensaries of the zone
11. Will visit all the Veterinary Institutions including Livestock and poultry farms of the zone to find problems and prospects and for formulating strategies of improvement and also submit inspection report to the DVD.

D. DEPUTY DIRECTOR

AND EQUIVALENT RANK

D.1- D-29 .DISTRICT

A.H.& VETERINARY OFFICER (28 NOS)

(1) Kamrup (M & R), (2) Nagaon, (3) Barpeta, (4) Kokrajhar, (5) Hailakandi, (6) Morigaon, (7) Bongaigaon, (8) Nalbari, (9) Dhubri, (10) Goalpara, (11) Golaghat, (12) Sivasagar, (13) Dibrugarh, (14) Jorhat, (15) North Lakhimpur, (16) Dhemaji, (17) Tinsukia, (18) Sonitpur, (19) Darrang, (20) Karimganj, (21) Cachar, (22) Dima Hasao, (23) Udalguri, (24) Chirang, (25) Baksa, (26) Karbi Anglong (27) Charaideu (28) Majuli

1. District Officers are the overall administrative head of the A. H. & Veterinary Department in district level.
2. Will be head of operation and overall responsible in respect of all state/ central sponsored programs for the district.
3. Are the supervising authority for the activities performed by the following offices working within the district and can assign any departmental activities to them:
 - i) SDVO
 - ii) O/C ICDP
 - iii) P.O. (Crash)
 - iv) Other veterinary offices if any operating in the district including RP/BCPP
 - v) Livestock and poultry farms
 - vi) District animal disease diagnostic laboratory
4. Will inspect the Veterinary Hospitals/ Dispensaries/ FACs etc. within the district (at least four institutions per month) for any matters of public interest especially for the:
 - i) Record verification of treatment/Vaccination/Castration, reporting of animal diseases and vaccination, A.I.done, calf born register, Fodder development etc.
 - ii) Physical verification of at least 5% of vaccination/ Castration and A.I. done.
 - iii) To guide the field staff in Vaccination work and process of A.I.
 - iv) Verification of Diaries of Field staff and random check in the field.

5. Inspection of private Livestock and poultry farms to record as well as to provide advice especially on scientific management and bio security aspects - (at least three Nos. /quarter).
6. Field inspection of ICDP/ Key Village/ Crash Program/ Rinderpest/BCPP / Diff. Schemes / Distribution Program and Fodder Development etc.
7. Organize motivational programs of Farmers towards adoption of scientific methods of A.H. Programs with an annual minimum target of 10 programs.
8. Responsible officer for all audit related matters of the district and ACRs of subordinate staff.
9. Will prepare a district plan for development of Animal Husbandry and Animal Health sector in the district and submit it to the Director in the month of August every year.
10. Will prepare a district disaster management plan for the district (with incorporation of identification of probable places of animal shelter during disasters, identification of sources of feed and fodder, sources of convenience, early arrangement of medicines and vaccines, manpower deployment etc.). The plan is to be submitted to the Jt. Director (Zone) for review and approval.
11. Will keep a graphical display of year wise progress in the office for ready reference enacted in a suitable place in the office along with a district map depicting the veterinary institutions of the district.
 12. Ensure submission of reports from every veterinary institutions of the district (AI, Calf born, disease events, vaccination, financial reports, physical progress reports etc), their compilation and subsequent submission to higher authority on timely basis.
 13. Ensure availability of medicines, equipment, appliances in each veterinary institution by indenting them well ahead of time from the departmental / other identified sources.
 14. Will act as the district coordinating officer for "One Health" concept and also be the coordinating officer for interdepartmental activities.

**D.29. Special Officer
(Planning), Chenikuthi,
Guwahati**

1. Will plan and execute special schemes / program like RKVY, AACP (WB), RIDF, etc. in collaboration with concerned officials
2. Will plan and execute all types of state and central sector schemes like ESVHD, NPBB, ASCAD, NPRSM etc.
3. Will be working with Joint Director (TSP) for preparation of annual budget and schemes / projects relating to development of Animal Husbandry sector in Assam.
4. Responsible officer for Preparation of sanction proposal, ceiling proposal etc. for the schemes / projects.
5. Preparation of various progress reports for onward submission to the Govt.
6. Will ensure utilization of the funds received under various schemes and projects

**D.30-31. Specialist
(Technical) IFM, Rani (2
Posts):-**

1. Act as the specialist technical person in A.H. & Veterinary Department and will prepare training contents and training calendar envisaging latest technologies required for maintenance in the livestock and poultry farming for the trainees.
2. Is the in charge of the three tire system of training relating to specialization of A.H. & Veterinary sector.
3. Will make joint visit programs with staff of IMF Rani to the farms established by the trainees after completion of their trainings to assess the status on farming and for providing suggestion for improvement.
4. Will keep a list of trainees who had adopted farming as a means of subsidiary or principal source of income.
5. The activity report on these aspects will have to be submitted on quarterly basis to the Director, IFM, Rani.

**D. 32. Credit Planning
Officer, Chenikuthi,
Guwahati**

1. Preparation of the annual plans, priority list and budget estimate in consultation with Special Officer Planning under the guidance of Jt. Director (TSP) and with consultation with schematic heads of various schemes and district AH & Veterinary Officers.
2. Preparation of various write up memorandum, various reports, expenditure statement, returns etc. relating to development schemes depicting statistical data maintained in the District whenever required by the state/Central Govt. and other agencies.
3. Finalization of schemes submitted by the subordinate officers of the Department before submitting them to the authority for sanction.
4. Follow up action for timely receipt of sanction of scheme from the Govt. and communications to the concerned officer and its implementation thereof.
5. Responsible for development and execution of e-governance and web related activities

**D. 33. Credit Planning
Officer IFM Rani:**

1. To act as a Liaison between financial institution and the animal farmers/ entrepreneurs /any other interested person adopting or willing to adopt AH activities for making provisions of capital for initiation/ improvements etc.
2. Will assist the financial institutions in recovery of loans from the beneficiaries if required.
3. To keep a record of farms developed through assistance availed from financial institutions with assistance from IFM, Rani.
4. To plan and ensure utilization of assets and utilities including infrastructures of the IFM, Rani in optimal way and to submit any requirement/ repair/ need etc at half yearly basis to Director, IFM, Rani.
5. To act as the estate officer of IFM, Rani (including the farms)
6. Will prepare at least 6 nos (in a year) of area specific schemes/projects and allied activities related to animal husbandry to be under taken by the

IFM, Rani for increasing the livelihood standards of the farmers and submit them for approval and implementation to the Director IFM, Rani.

7. To prepare reports/returns on the latest position of loan sanctioned/issue/recovery etc. in quarterly basis to Director IFM, Rani

**D.34 Deputy Director,
Fodder, Chenikuthi**

1. Deputy Director (Fodder) is the schematic head to the Fodder Section.
2. Responsible for execution of field works on behalf of the Director of A.H. & Veterinary Department Assam Guwahati and will have to apprise all activities related to Fodder Farms of the state to the and Director of A.H. & Veterinary Department through the Jt. Director (AHA)
3. Is responsible for preparing and implementing schemes relating to popularization of fodder cultivation in the state in government as well as in private sectors.
4. Will develop sustainable fodder plots within the available fodder cultivable lands of the department.
5. Keep a list of fodder farms in government/ private sector with details and monitor the activities of Agronomist.
6. Responsible for the facilitating supply of feeds and fodders to the need of the Department during natural calamities including floods in consultation with the Jt. Directors (Zones).
7. Supervise the day to day duties of the Fodder Dev. Officer, Guwahati and will monitor the utilization of budgetary amount provided to the Fodder Dev. Officer, Guwahati.
8. All constructional work under Fodder Development (Farms etc.) should be approved by the Deputy Director Fodder.
9. All files related to the fodder development scheme for sanction etc. should be routed through him.
10. Is also responsible for all the schemes and activities under fodder development and to have control over the FDO and compile all the reports on fodder development from NLM, RKVY etc.

**D.35. Deputy Director,
P i g g e r y ,
Chenikuthi**

1. Deputy Director, Piggery is the schematic head of the piggery scheme of the Department and is responsible to formulate plan and scheme for piggery development of the State.
2. All the Piggery farms of the Department function under the direct supervision of the Deputy Director, Piggery
3. Responsible to hold periodic meeting of pig farm managers to review their progress, achievements, problems and prospects and to formulate remedial measures.
4. To plan and develop pig seed Farm for benefit of the farmers.
5. Will monitor the progress of all the pig farm developed through various state / central sector schemes and the farms developed through bank financing as well as self-developed farms and report to Jt. Director (HQ).

6. He will keep a list of pig farms of the state with details with regular updating
7. Will work for conservation of endangered pig species of the state.
8. All constructional work, other purchases for Pig Farms will have to be approved by him. Will have to submit the monthly progress report of the Piggery Farms to the Director of A.H. & Veterinary Department
9. Annual performance Reports (ACR) of the Subordinate staff's will have to be recorded.
10. Will have to visit pig farms across the state for physical inspection and report to Director.

**D. 36. Deputy Director,
Poultry, Chenikuthi**

The Deputy Director of poultry is the schematic head of all the poultry developmental Schemes in Assam with head quarter at Guwahati. Duties are:

1. Physical supervision of the progress of poultry developmental projects at least in two sub-division in a month
2. Inspection of Govt. poultry, Duck Farms once in a month.
3. Preparation of schemes / projects, budget under poultry development Program wherever needed with a focus on development of satellite scheme.
4. Keep a record of all the broiler and layer farms of the state having more than 200 poultry birds.
5. Co-ordination with officers under D.R.D.A./ALPCO/ other financial institutions.
6. Organization of vaccination against Ranikhet (RD) and other diseases through District and sub-divisional staff covering at least 5-10% population in each district at monthly interval.
7. Will prepare the annual requirement of inputs that will be required for providing assistance to the weaker section of society engaged in poultry entrepreneurship.
8. Will be responsible for providing inputs (medicine/equipment) from Central Veterinary Store in the implementation of state & central sponsored schemes for the benefit of weaker section of society.
9. Will submit the progress reports, returns including sale (proceeds) etc. at monthly interval.
10. Will Prepare audit report as and when necessary and will scrutinize balance sheets of poultry Farms
11. Will hold annual review meeting of all the farm managers (Duck and Poultry farms) to assess the progress & prospects for further development and mitigation of problems if any.

**D. 37. DEPUTY
DIRECTOR., QUALITY
CONTROL, INSTITUTE OF
V E T E R I N A R Y
B I O L O G I C A L ,
KHANAPARA**

1. Batch wise and type wise Quality testing of vaccines produced in IVB, Khanaparaviz. Anthrax Spore Vaccine, Black Quarter Vaccine, Enterotoxaemia Vaccine, Hemorrhagic Septicemia, Duck cholera, Anti rabies Vaccine, Swine Fever Vaccine, Ranikhet Disease R2B and F1), Pox Vaccine, Rinderpest Goat Tissue Vaccine, Rinderpest Tissue

culture Vaccine or any other vaccine produced in respect of safety, potency, viability and sterility.

2. Batch wise quality testing of the vaccines procured from external agencies.
3. Conduction of third party assessment of quality of vaccine produced in IVB, Khanapara (at CVSc, Khanapara and National Institute of Animal Health, Baghpat, Uttar Pradesh)
4. Maintenance of lab animals for quality testing purposes following the laid down ethics.

**D.38 Deputy Director,
Bovine Contagious
Pleuro Pneumonia
(BCPP), Khanapara :**

1. Will be overall In-charge of the schemes of BCPP in Assam and will draw up all plans related to the working of the BCPP eradication program in Assam.
2. Will work for surveillance, monitoring and eradication activities of economically important livestock and poultry diseases in collaboration with Animal Health Centre and Institute of Veterinary Biologicals in addition to the activities related to CBPP.
3. Will assist in all the state or centrally assisted/ sponsored disease control programs especially in the field of vaccination, surveillance, monitoring and eradication activities.
4. Will undertake risk assessment for animal/ poultry diseases also.
5. Will prepare risk assessment of stock routes. Keep vigilance and surveillance in each high risk stock routes and collect samples for laboratory examination as an when necessary.
6. Will draw up time table for village/ institutional surveillance activities throughout the state for in relation to CBPP before the end of March in each year.
7. Draw plan, estimate and implement public awareness campaigns for CBPP and any other diseases of economic importance as per need.
8. Will examine animals (cattle and buffalo) in slaughter houses for detection of any pneumonic lesions in lungs and collect samples for laboratory examination.
9. Is responsible for monthly reporting to concerned authorities about the progress
10. Keep liaison with NERDDL, N.E.H. Regional Lab and other institutions of dealing with animal disease diagnostic activities and send samples for diagnosis.
11. Will initiate production of CBPP vaccine when need arises
12. Will display BCPP inputs strengthening vaccination work and use them for improve the administration of Veterinary vaccine and will maintain strict schedule of monthly BCPP reports to include outbreaks and progress all other components.
13. Review the existing legislation on prevention and control of infectious/ contagious diseases in Assam and suggest any additional need in terms of legislation in this regard.