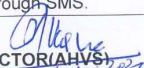


FORMAT OF MODEL CITIZEN CHARTER- DEPARTMENT OF ANIMAL HUSBANDRY AND VETERINARY SERVICES

S. N o	Services/ works Being provided	Documents Required	Officer(s) responsible for disposal of the services.	Time frame for disposal	Appellate Officer	Remarks
1	2	3	4	5	6	
1	Treatment of sick animals & Provision of Diagnostic services and other Veterinary Services for the livestock / poultry farmers as well as to provide Vaccination for the livestock / Poultry Diseases. Pets are also treated free of cost.	Personal Approach by the farmer	All Senior Veterinary Officers concerned of the respective area, Nearest Veterinary Hospital / Veterinary Dispensaries / Veterinary Sub-Dispensaries	Round the clock (Depending upon the disease)	Director of Animal Husbandry and Veterinary Services	All the livestock and poultry brought to the institution are attended. The seriously ill Livestock and Poultry are attended at the door step of the farmers, depending on the urgency.
2	Artificial Insemination of Cattle	Personal Approach by the farmer	-do-	Round the clock (Depending upon the stage of Heat of the animal)	Director AH&VS	Services will be provided as and when required by the farmers
3	Supply of Vanaraja day old chicks / Vanaraja Birds (Reared) / backyard poultry birds/ Ducklings and to provide good quality of calf/piglets/kids of goats to the farmers as per the availability on merit basis.	<ul style="list-style-type: none"> Residence proof of the applicant 	Senior Veterinary Officer Incharge, Govt. Poultry Farm, Dollygunj/Senior Veterinary officer Incharge, Cattle Holding Farm, Dollygunj/ Senior Veterinary officer Incharge, Central Hatchery, Dollygunj/ Senior Veterinary Officer Incharge, CLF Elephant point applying offline	Within 15 days as per availability	Director AH&VS	The beneficiaries can contact Senior Veterinary Officer Incharge of respective Departmental Govt. Farms of Dollygunj, South Andaman with identity proof as the case may be for applying offline . The beneficiaries are informed about the process and status of the application through SMS
4.	To Carryout extension services for propagation of departmental activities and to provide training in Piggery, Poultry keeping, goat farming, Dairy Farming and Duck Farming	<ul style="list-style-type: none"> Residence proof of the applicant Educational qualification proof of the applicant 	Senior Veterinary Officer Incharge, Govt. Poultry Farm, Dollygunj/Senior Veterinary officer Incharge, Cattle Holding Farm, Dollygunj/ Senior Veterinary officer Incharge, Central Hatchery, Dollygunj/ Senior Veterinary Officer Incharge, CLF Elephant point and SO(Plg) applying offline	39 days (with out stipend) 85 days (With stipend)	Director AH&VS	The beneficiaries can contact Senior Veterinary Officer Incharge of respective Departmental Govt. Farms of Dollygunj, South Andaman with identity proof as the case may be for applying offline . The beneficiaries are informed about the process and status of the application through SMS
5.	Technical assistance provided i.e Project Reports provided to the farmers for getting financial assistance from the bank and other agencies for establishing Animal Husbandry ventures.	<ul style="list-style-type: none"> Residence proof of the applicant Educational qualification proof of the applicant 	SVO(HQ) applying Offline	06 days	-do-	The beneficiaries can contact SVO(HQ), Directorate of AH&VS(Headquarter), Haddo, Port Blair with identity proof or educational qualification proof as the case may be for applying offline . The beneficiaries are informed about the process and status of the application through SMS.


 DIRECTOR(AH&VS)
 12.10.2020